



**CFS Data Warehouse (DW v3.6)
Budget And Expenditures Query Application
Users Manual**

July, 2002



CAMS SUPPORT CENTER

Version 1.0

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1. Overview

1.1 Objective

The Budget And Expenditures Query Application (DWFM001) enables you to interactively query and analyze CFS budget data and expenditure data. The multiple screens will allow you to query and select ACCS data, and then drill-down from the ACCS data to screens for Budget and Balances, Monthly Expenditures, Document Detail and MDL Detail.

The Budget And Expenditures Query Application allows you to:

- ◆ Enter and query on any portion of the ACCS.
- ◆ Drill-down from a selected ACCS to detail screens.
- ◆ Display and print budget and balance data for a selected ACCS.
- ◆ Display and print monthly expenditure data for a selected ACCS.
- ◆ Display and print document data for a selected expenditure type.
- ◆ Display and print MDL data for a selected document.

This section provides an overview of this manual and an introduction to the Budget And Expenditures Query Application and the functions it supports.

The Budget And Expenditures Query Application manual is divided into the following sections:

- 1.0 Overview** – provides the objective of the manual. This section also includes a high-level flow chart of the application discussed throughout the manual.
- 2.0 Getting Started** – identifies the standard keystrokes for the Budget And Expenditures Query Application and contains a complete listing of operator functions followed by definitions. In addition, this section provides step-by-step procedures for easy login to the system. The purpose of this section is to familiarize you with the application, allowing you to easily navigate through the system.
- 3.0 Using The Application** – provides a walkthrough of the application screens and functionality. This walkthrough explains the structure and usage of the application and indicates key functionality. This section provides an overall understanding of the capability of the system.
- 4.0 Getting Help** – provides a listing of function help keys, including instructions on how to access the on-line help feature of the application. Help Desk contact information and other reference sources are provided. Information included in this section helps you solve problems more efficiently.
- 5.0 Glossary** – provides definitions for commonly used terms. This section is divided between CFS specific terms and Standard Government Accounting terms. This information will improve understanding of process descriptions and clarify terms that are unfamiliar.
- 6.0 Index** – allows you to easily reference a screen by name.

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1.2 Introduction

The Budget And Expenditures Query Application is a query tool for the enhanced query and analysis of budget and expenditure data. The application allows you to query budget data on any (or multiple) portions of the ACCS, and then drill-down from the query results all the way to the document and MDL levels. In addition to the online analysis capabilities, the printing of the detail data is available as both screen prints and formatted reports.

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2. Getting Started

2.1 CFS DW Screen Standards

Before getting started, it is important to understand the structure and conventions used in the CFS Data Warehouse with regard to the screen elements and layouts.

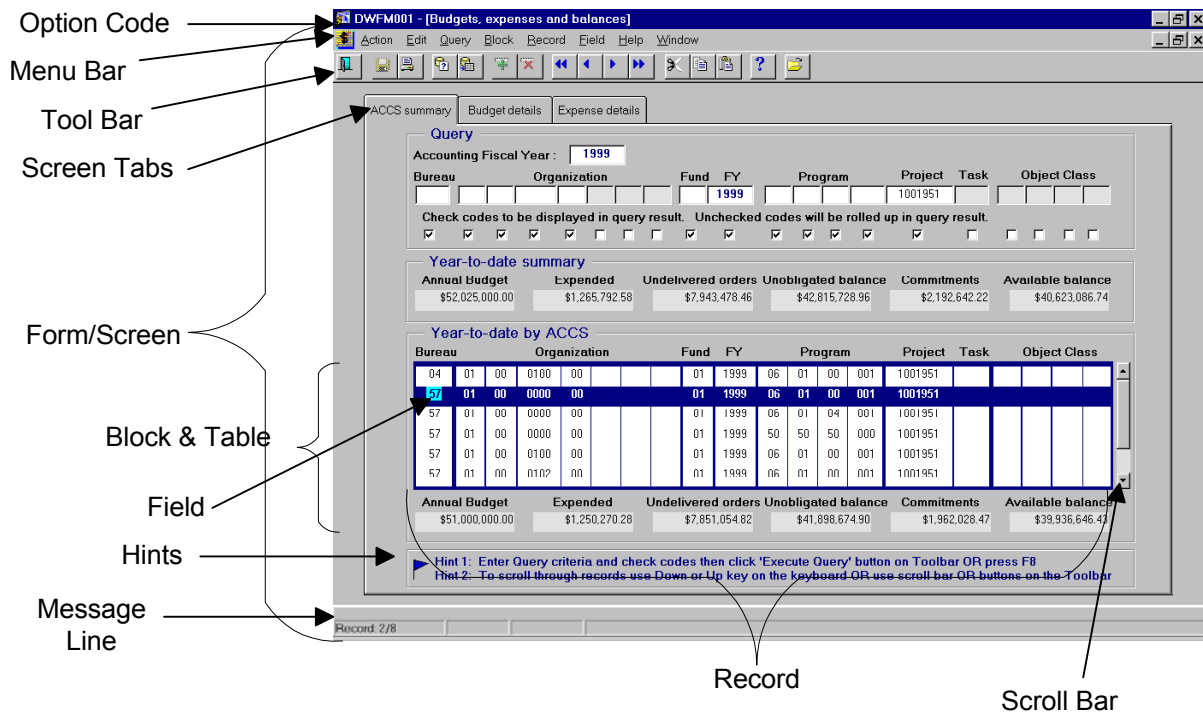


Figure 1 Screen Elements and Layout

The following is a listing of common screen elements:

FORM/SCREEN – A fill-in-the-blanks arrangement that facilitates data query of the database. The terms “screens” and “forms” are used interchangeably.

MENU BAR – A line of menu items for the application. Each menu item will select a pull-down menu that itself will contain multiple available functions. Items are selected by clicking on them.

TOOL BAR – A line of icons for performing commonly-selected menu functions. Each icon represents a short cut to a menu process. An icon is selected by clicking on it.

SCREEN TABS – If a form contains multiple screens, each screen will be identified by a screen tab (like a file folder). To select a screen, click on the tab. If the tab is grayed out, the screen is not available for selection.

BLOCK – A section of a screen that usually presents information from a single table in the database. A block can contain one or more records from the table. The Control Block can also be referred to as the top block.

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RECORD – Data from one row in one table in the database. For example, a single record may represent an invoice item.

FIELD – A column in a database table. A field is displayed as a highlighted area on the screen that can either contain an existing value from the database or accept a new value from the user. Data Warehouse applications are all query-only applications.

TABLE – A table is a logical grouping of related records, e.g., customers or purchase orders. A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. (*See Field and Record*). Tables are maintained behind the scenes and relate to the means of storing information in the database.

SCROLL BAR – This enables you to scroll a record list that is too large for display on the screen. If you select the slider and drag it up or down, the data display will move in conjunction with the slider.

OPTION CODE – The option code in the upper left hand corner of the screen is alphanumeric and in the format ‘zzz999’ or ‘zz999’ with the alpha portion in upper or lower case. This format represents the application to which the option belongs and the number of the option, i.e., ‘DWFM001’ is a component of the data warehouse application.

DATE FIELDS – All date fields use the Oracle default format of ‘DD-MON-YYYY’, e.g., ‘12-MAY-1996’.

CURSOR MOVEMENT – Cursor movement through a screen is always left to right or top to bottom.

TEXT – All text recorded in any field is always in upper case for ease in querying data. The exception to this rule is text that was recorded in CFS description pop-up screens.

HINTS – These lines provide users with hints about data or screen usage.

MESSAGE LINE – The line that displays messages helpful to the user. It is located directly above the Count indicator at the bottom of the screen. Examples of typical messages include: ‘Enter a query’. Press F8 to execute, Ctrl+Q to cancel’, ‘Field is protected against update’, and many different error messages.

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2.2 Operator Functions

Operator functions are the specific actions that can be performed in the CFS Data Warehouse applications by a user. The following is a list of operator function keys and their definitions.

Operator Function Key	Keystroke(s)	Definition
Backspace	BACKSPACE	Returns the cursor to erase the last character/space typed.
Beginning of Line	HOME	Moves the cursor to the first character of the line.
Exit	Ctrl Q, EXIT button, Action/Exit (Alt A/E)	Exits the current form. Exit can also terminate a process, i.e., enter a query.
Cancel Query	Query/Cancel (Alt Q/C)	Terminate enter a query process.
Clear Block	Shift F5, Block/Clear (Alt B/C)	Clears all information from the current block.
Clear Field	Ctrl U, Field/Clear (Alt F/C)	Clears the contents of the current field.
Clear Form	Action/Clear All (Alt A/C)	Clears all fields in Query block.
Delete a Character	DELETE	Deletes the character at the current cursor position.
Display Error	Shift F1, Help/Display Error (Alt H/D)	Displays error information. If appropriate, for the field where the last error occurred.
Down	DOWN ARROW, NEXT RECORD button, Record/Next (Alt R/N)	Moves the cursor to the next record.
Edit	Ctrl E, Edit/Edit (Alt E/E)	Displays a 'pop-up' screen in which you can enter/view information. Edit is a toggle switch – pressing it a second time accepts the contents of the screen and then dissolves the pop-up screen. Pressing Exit/Cancel to dissolve the pop-up will not accept the contents.
End of Line	END	Moves the cursor to the right of the last character in the line.
Enter Query	F7, Query/Enter (Alt Q/E)	Clears Query block and allows you to enter query criteria to view a particular record(s).
Execute Query	F8, Query/Enter (Alt Q/E)	Retrieves all of the records from the database table(s) referenced by the Query block. NOTE: The function executes either the default query, or a user-specified query entered using the Enter Query function.
Help	F1, Help/Help (Alt H/H)	Displays the On-Line Documentation pop-up window, which displays field-specific help information, Pressing Help again displays, the overall purpose for the screen, program, or report.
Left	LEFT ARROW	Allows you to scroll to the left in a field/line.
Next Block	Block/Next (Alt B/N)	Moves the cursor to the next block in the form.

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Operator Function Key	Keystroke(s)	Definition
Next Field	ENTER, TAB, Field/Next (Alt F/N)	Move the cursor to the next field.
Next Record	DOWN ARROW, NEXT RECORD button, Record/Next(Alt R/N)	Moves the cursor to the next record in the current block or form.
Next Set of Records	PAGE DOWN, NEXT SET button, Record/Scroll Down (Alt R/S)	Retrieves the next set of records into the current block from records that satisfy an active query.
Previous Block	Block/Previous (Alt B/P)	Moves the cursor to the previous block in the form.
Previous Field	Field/Previous (Alt F/P)	Moves the cursor to the previous field.
Previous Record	UP ARROW, PREVIOUS RECORD button, Record/Previous (Alt R/P)	Moves the cursor to the previous record in the current block.
Previous Set of Records	PAGE UP, PREVIOUS SET button, Record/Scroll Up (Alt R/S)	Retrieves the previous set of records into the current block from records that satisfy an active query
Print	PRINT button, Action/Print (Alt A/P)	Print content is dependent upon the currently displayed screen.
Right	RIGHT ARROW	Allows you to scroll to the right in a field.
Scroll Down	DOWN ARROW	Allows you to scroll down to view additional records. See Previous Set of Records
Scroll Up	UP ARROW	Allows you to scroll up to view previous records. See Next Set of Records
Select	ENTER	Selects a choice in a list or in a dialog box.
Show Keys	Help/Keys (Alt H/K)	Displays a window that lists the key assignments currently in effect for the keyboard map that you are using.
Up	UP ARROW, PREVIOUS RECORD button, Record/Previous (Alt R/P)	Moves the cursor to the previous record. In the pop-up window, Up moves the cursor up one line.

Table 1 Operator functions

The following is a quick list of operator function key groupings to aid you throughout your CFS DW navigation. Reference this list when you know what action you wish to perform, but are not sure of the keys available to carry out the action.

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Keys that Control Cursor Movement:

Down	Next Set of Records	Right
Left	Page Down	Scroll Down
Next Block	Page Up	Scroll Up
Next Field	Previous Block	Up
Next Page	Previous Field	
Next Record	Previous Record	

Table 2 Keys that Control Cursor Movement

Keys Used for Editing Purposes:

Beginning of Line	Clear Field	Edit
Backspace	Clear Form	Select
Clear Block	Delete a Character	

Table 3 Keys Used for Editing Purposes

Keys Used to Query Records:

Enter Query	Execute Query	Cancel Query
-------------	---------------	--------------

Table 4 Keys Used to Query Records

Keys Used for General Purposes:

Exit	Help	Show Keys
Display Error	Print	

Table 5 Keys Used for General Purposes

Tool Bar Definition

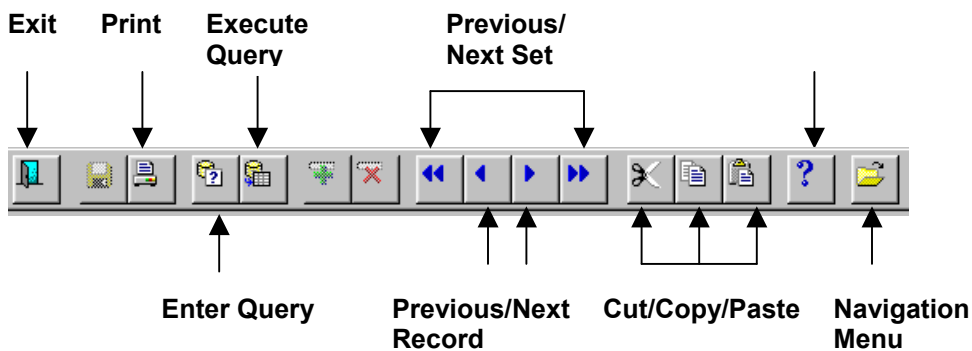


Figure 2 Tool Bar Elements and Layout

Save, Add Record and Delete Record buttons are not available because Data Warehouse applications are all query-only applications.

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Menu Bar Definition

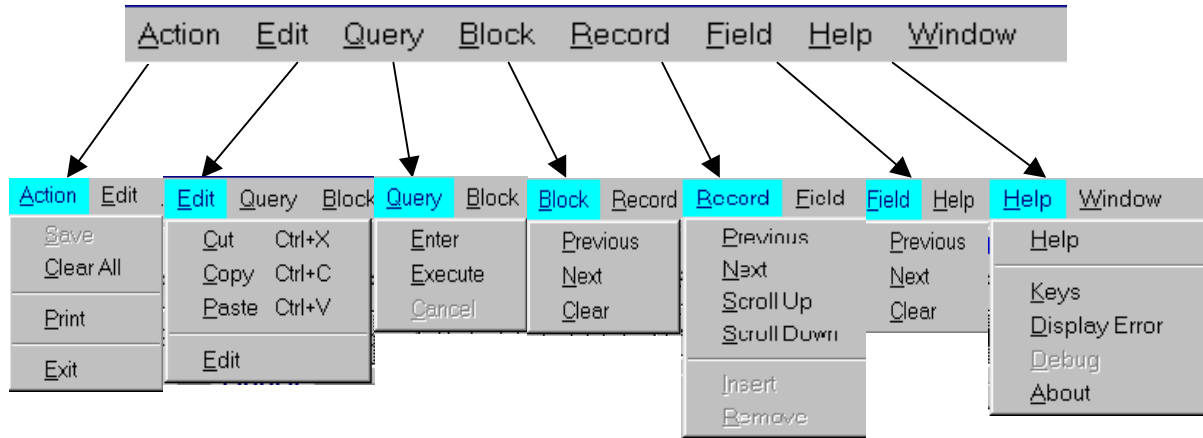


Figure 3 Menu Bar Elements and Layout

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2.3 Log-In Procedures

The system or database administrator at your bureau will provide you with specific sign-on procedures and your system user ID and password. The following icon on your desktop will identify the data warehouse application. If the icon is not present, contact your system administrator.



Figure 4 Data Warehouse Icon

Double-click on the icon to execute the data warehouse application (This icon may be different to the icon displayed above, in order to meet your bureau's requirements.) You will be prompted with a login screen to log on to the CAMS Data Warehouse database.

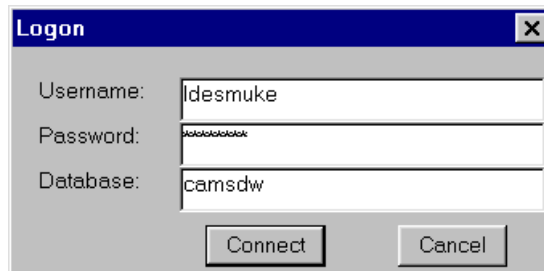


Figure 5 Log-In Screen


Step	Action
1	Type your CAMS Data Warehouse username and press {Tab}.
2	Type your CAMS Data Warehouse password and press {Tab}.
3	Type the connect string for CAMS Data Warehouse; e.g., "CAMSDW", and press the  button

Table 6 Log-In Steps

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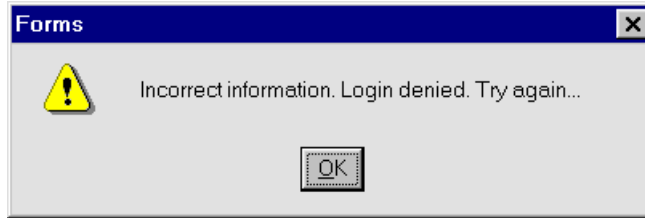


Figure 6 Invalid Login Response

Step	Action
4	If you have entered a correct username and password, the system responds with the Data Warehouse Navigation Menu as shown in Figure 7.
5	If you have entered an incorrect username, password or connect string name, the system would respond with “Incorrect information. Login denied. Try again...” as shown in Figure 6. Press the “OK” button to return to the login screen and then try again. NOTE: You must enter a valid username and password combination to access the CAMS Data Warehouse.

Table 6 (continue)

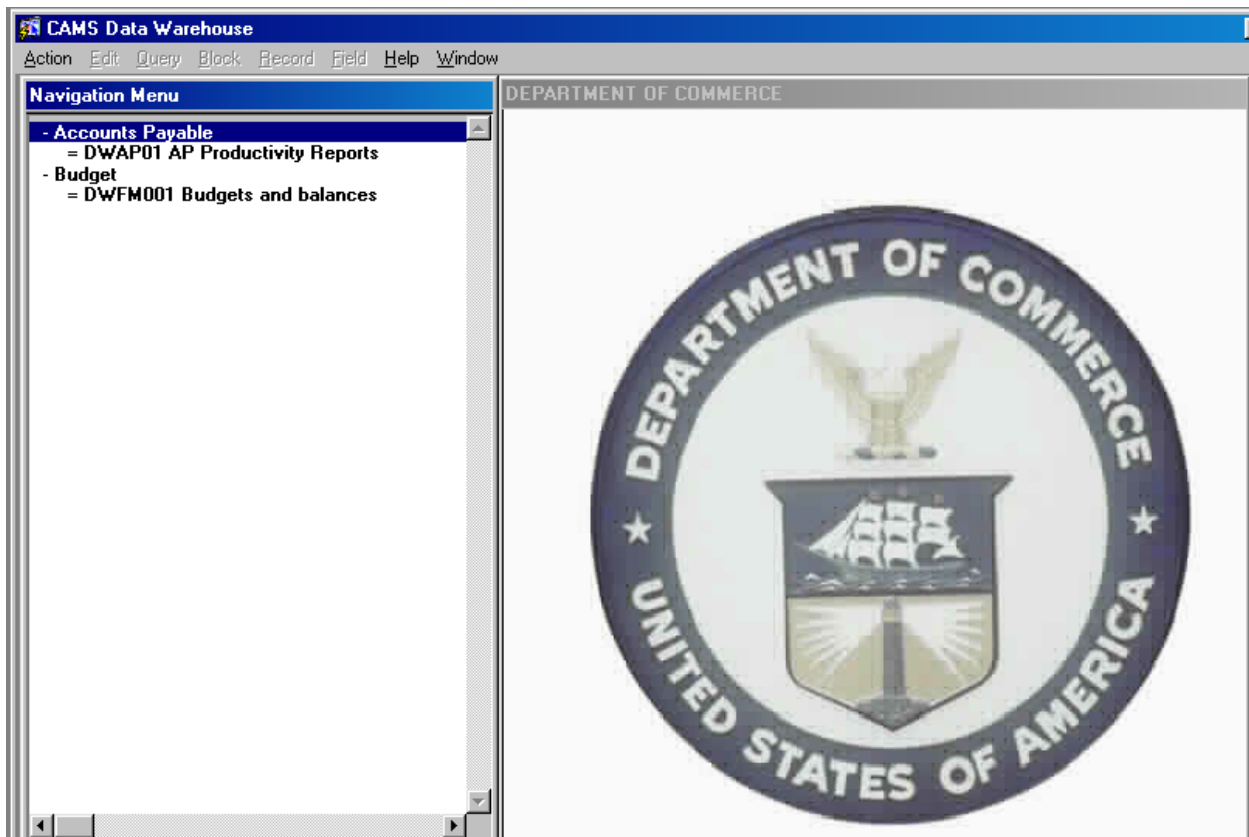


Figure 7 CAMS Data Warehouse Navigation Menu

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The CAMS Data Warehouse Navigation Menu provides you with a list of data warehouse applications that you are authorized to access. The applications provided in a tree structure of:

- Category - identifies the logical application group
- Application Name - identifies the application

All application names begin with the literal DW.

Step	Action
6	To select an application, double-click on the application name.

Table 6 (continue)

Menu codes are bureau-definable and will be created by and maintained by your Database Administrator. Menu options represent specific programs that are maintained by the CAMS Support Center or other data warehouse programs. In either case, the naming of a menu option is a controlled process and is defined by a naming convention standard document. Your Database Administrator is responsible for maintaining which menu options belong to a menu code and which menu codes and menu options to which you have access.

Step	Action
7	Once you have returned from any CAMS Data Warehouse application back to the CAMS Data Warehouse Navigation Menu, you may logout by selecting "Action" and then "Exit" from the menu bar.

Table 6 (continue)

3. Using The Application

3.1 Application Navigation

The application consists of five screens; a main query screen (“ACCS Summary and Detail”) and four detail/drill-down screens (“Budget And Balances”, “Monthly Expenditures”, “Document Summary”, and “Item/MDL”). When you launch the application you are presented with the main query screen.

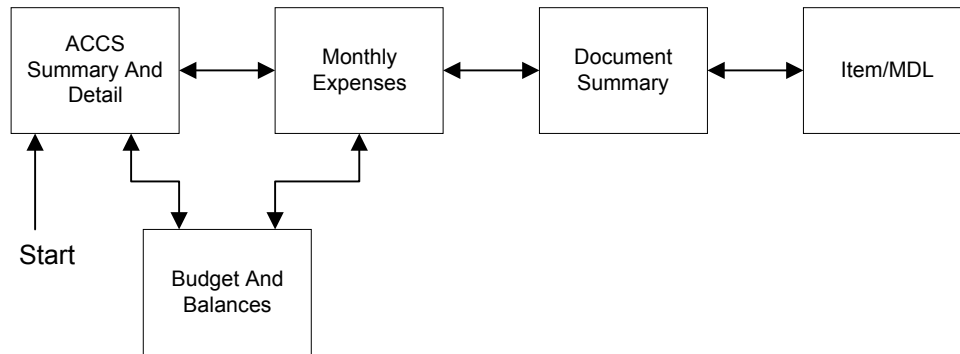


Figure 8 Application Flow

Print support is available throughout the application through either print screen or report generation functionality. The application provides report generation functionality on the “ACCS Summary And Detail”, “Document Summary” and “Item/MDL” screens. For the remaining screens, screen print functionality is provided. All reports conform to normal report standards and conventions (e.g., title, run date, page numbering).

To generate a screen print or report, you will either select the “Print” button on the tool bar, or Action→Print from the menu bar.

Additional report “Error Report” can be printed from the “ACCS Summary And Detail” screen by selecting the “Error Report” button on the screen.

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3.1.1 ACCS Summary and Detail Screen

Query
 Accounting Fiscal Year : **Error Report**
 Bureau Organization Fund FY Program Project Task Object Class
 Check codes to be displayed in query result. Unchecked codes will be rolled up in query result.

Year-to-date summary

Annual Budget	Expended	Undelivered orders	Unobligated balance	Commitments	Available balance
\$5,001,010.00	\$2,045,553.19	\$32,486.32	\$2,922,970.49	\$.00	\$2,922,970.49

Year-to-date by ACCS

Bureau	Organization	Fund	FY	Program	Project	Task	Object Class				
51	01		01	2002							
51	01		01	2002							
51	01		01	2002							
51	01		01	2002							
51	01		01	2002							
51	01		01	2002							
51	01		01	2002	6000000	000					
51	01		01	2002	6004000	000					
51	01		01	2002	6005000	000					
Annual Budget		Expended		Undelivered orders		Unobligated balance		Commitments		Available balance	
\$1,000,000.00		\$297,474.69		\$8,800.00		\$693,725.31		\$.00		\$693,725.31	

Hint 1: Enter Query criteria and check codes then click 'Execute Query' button on Toolbar OR press F8
Hint 2: To scroll through records use Down or Up key on the keyboard OR use scroll bar OR buttons on the Toolbar

Figure 9 ACCS Summary Screen

This screen is composed of tree blocks.

Query. The user enters the Accounting Code for which the query will be run in the query block (top of the screen). The user then indicates which level of detail the query will display by checking the ACCS segment boxes below the accounting code. Once the query criteria have been entered, the user executes the query.

Year-to-date Summary shows the cumulative amounts since the beginning of the selected fiscal year rolled up from all of the selected accounting transactions matched the ACCS. They are displayed in the following groups:

- Annual Budget (as entered on the CFS budget screen FM-066)
- Expended (as recorded in the CFS Trial accounts 49xx)
- Undelivered Orders (as recorded in the CFS Trial accounts 48xx)
- Unobligated Balance (Annual Budget – Expended – Undelivered Orders)
- Commitments (as recorded in the CFS Trial account 4700)
- Available Balance (Unobligated Balance - Commitments)

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Year-to-date by ACCS shows the Year-to-date Summary amounts broken down by selected segments of the CFS ACCS, as indicated by the checked boxes in the Query block. The summary of each ACCS are also displayed in groups of annual budget, expended, undelivered orders, unobligated balance, commitments, and available balance.

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3.1.2 Budget and Balances Detail Screen

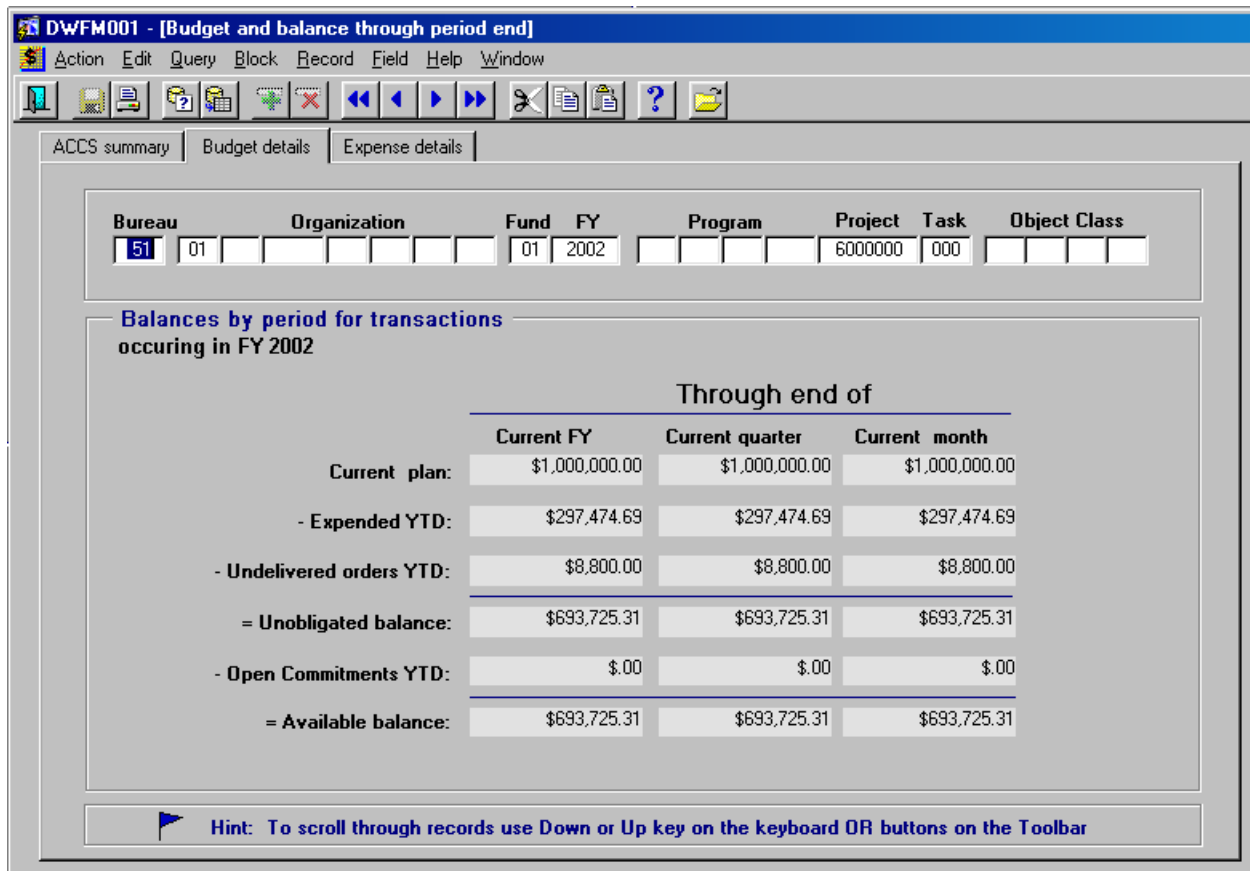


Figure 10 Budget and Balance Through Period End Screen

For the ACCS that the user selects, the screen will display each of the amount groups of annual budget, expended, undelivered orders, unobligated balance, commitments, and available balance, summarized through end of current fiscal year, quarter and month.

Current FY column shows the same amount as displayed on the bottom of the previous screen. This is the cumulative summary for the twelve months of the user selected fiscal year.

Current Quarter column shows the cumulative summary from the beginning fiscal month of the selected fiscal year to the ending fiscal month of the fiscal quarter number that the query date resides.

Current Month column shows the cumulative summary from the beginning fiscal month of the selected fiscal year to the ending of the fiscal month number that the query date resides.

For example, on July 11, 2001 (an arbitrary query date), a user desires to query data of fiscal year 1999 by specifying “1999” on the ACCS summary screen. Then the “Current FY” field will have the amount for all twelve months of FY 1999. The “Current quarter” field will have the calculated summary of the amount from October 1998 (1st fiscal quarter) through September 1999 (12th fiscal month, last month of 4th fiscal quarter where July falls in). The “Current month”

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field will have the calculated summary of amount from October 1998 (1st fiscal month) through July 1999 (10th fiscal month).

In a second example, the query date is February 15, 2001. “Current month” and “Current quarter” are fiscal month 5 and fiscal quarter 2, respectively. For the same ACCS combination and fiscal year 1999, the “Current FY” field will be the same as in first example (amount for FY 1999). The “Current quarter” field will have the calculated summary of the amount for FY 1999, October (1st fiscal month) through March (6th fiscal month, last month of 2nd fiscal quarter where February falls in). The “Current month” field will have the calculated summary of the amount for FY 1999, October 1998 (1st fiscal month) through February 1999 (5th fiscal month).

In the third example, the query date is March 1, 2001. The “Current Month” and “Current Quarter” amounts will be the same since March happens to be the “end of quarter” month. The calculated summary of the amount for FY 1999 will be from October 1998 (1st fiscal month) through March 1999 (6th fiscal month, last month of quarter). This is applied to every “end of quarter” month.

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3.1.3 Monthly Expenditures Screen

Bureau 51 **Organization** 01 **Fund** 01 **FY** 2002 **Project** 6000000 **Task** 000 **Object Class**

Totals by month for transactions occurring in FY 2002

	Open Commitments	Year to date	Undelivered orders	Year to date	Expended	Year to date
		\$0.00		\$8,800.00		\$297,474.69
Oct	\$0.00				\$30,488.49	
Nov	\$0.00	Qtr1	\$0.00	Qtr1	\$63,214.55	Qtr1
Dec	\$0.00	\$0.00	\$0.00	\$0.00	\$62,949.34	\$156,652.38
Jan	\$0.00		\$8,100.00		\$77,923.48	
Feb	\$0.00	Qtr2	-\$900.00	Qtr2	\$78,473.32	Qtr2
Mar	\$0.00	\$0.00	\$0.00	\$7,200.00	-\$16,931.61	\$139,465.19
Apr	\$0.00		\$600.00		\$402.96	
May	\$0.00	Qtr3	\$500.00	Qtr3	\$954.16	Qtr3
Jun	\$0.00	\$0.00	\$500.00	\$1,600.00	\$0.00	\$1,357.12
Jul	\$0.00		\$0.00		\$0.00	
Aug	\$0.00	Qtr4	\$0.00	Qtr4	\$0.00	Qtr4
Sep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Hint 1: To scroll through records use Down or Up key on the keyboard OR buttons on the Toolbar
Hint 2: Select the month and column then click on "View Documents" button OR Double-click on the field

Figure 11 Expenses by Period Screen

For the ACCS that the user selects, the screen will display the total expenditures, undelivered orders and commitments, broken out by month and summarized by quarter and YTD.

All amounts will appear in the period in which the transaction occurred. Thus, if an order was placed in February and received in March, the order amount will still appear as an undelivered order in February. The receipt will be reflected as expenditure in March, as well as a credit in undelivered orders in February.

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3.1.4 Document Summary Screen

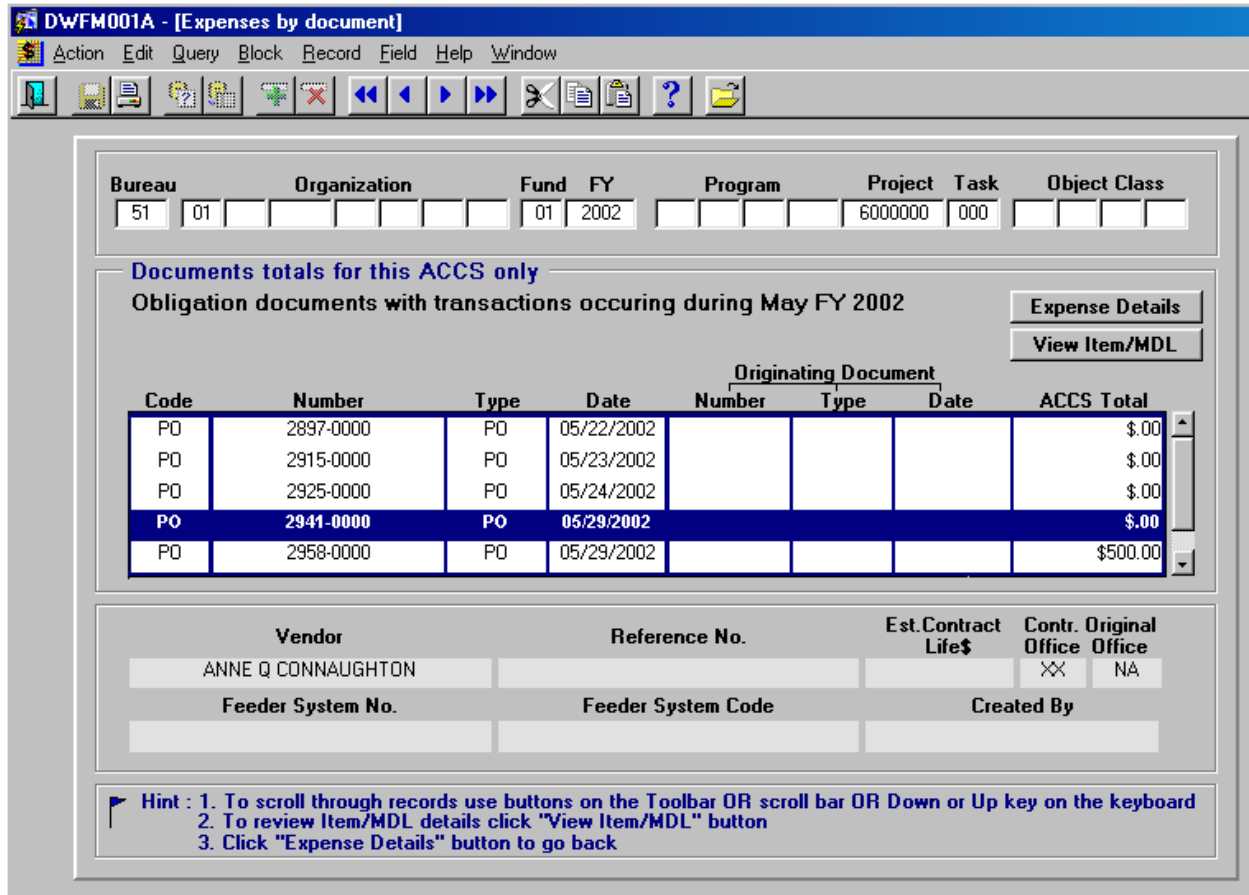


Figure 12 Expenses by Document Screen

For the ACCS, month and expenditure type the user selected, the screen will display each document that contributes to the total. (It is possible that some expenditures from feeder systems will not have a corresponding document, e.g., payroll.) For each document, this screen will display the following items:

Document Code is a system assigned code that identifies the user document number displayed on the screen. For example, if the user document is a CFS Purchase Order, the Document code will be PO, if the user document is a Receiving Ticket, the Document code will be RT. Refer to Appendix 1 to see a complete list of the exact values that will be displayed for all possible CFS transaction sources. The document code for each different kind of document will always be the same regardless of where or how the document number is presented in the CFS Warehouse B&E application.

Document Number is the document and release number of a predefined set of documents that users are familiar with. All source transactions will be mapped to this set of documents, the amounts for these transactions will be summed, and the total amount will be displayed for the corresponding predefined document. Document Number will be presented in the form of "000000-000", where the digits before the hyphen represent the document number and the digits after the hyphen represent the release number. When a document number does not have

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a release number, the release digits will be zero. The document number shown for the invoice will be the system generated invoice number called the "Invoice Number" plus the "Invoice Sub. No." The document numbers displayed for the other document types will be the system assigned document numbers that are printed on the respective documents.

Document Type is a classification code selected by the system user at the time a document is created. The code is used to help define the purpose of a document. For example, if the document is an Obligation, the document type code would be used to indicate if the obligation is for travel, a purchase order, printing, etc.

Document Date is the date the document displayed on the screen was originally created and approved. This date is taken from the CFS control record for the related document.

Originating Document Number is the document number and release number of the predefined predecessor document associated with the user document in each document list. An Originating document is a document that begins a chain of financial steps that lead to the disbursement of funds. Values shall be displayed for "Originating Document" number for Undelivered Orders and Expended only. The Originating Document number that shall be displayed for Undelivered Orders is the CFS Created Commitment. The Originating Document number that shall be displayed for Expended is the CFS created Purchase. No Originating Document Number shall be displayed for the Commitment data set. At times, a given user document will not have a CFS created Originating Document. When this occurs, the Originating Document Number Column on the display will be blank.

Originating Document Type is the user classification code describing the purpose of the predecessor document. The code is used to help define the purpose of a document. For example, if the document were an Obligation, the document type code would be used to indicate if the obligation is for travel, a purchase order, printing, etc. The Originating document type code is the type code associated with the originating document displayed on the user document level query screen. For example, if the originating document is a Purchase Request, the originating Document Type Code will be the Purchase Request Document's Type code

Originating Document Date: is the date the document from which the Originating Document number is being displayed on the screen was originally created and approved. This date is taken from the CFS control record for the document.

ACCS Total is the total of all Debit and Credit amounts for all transactions included in the group function e.g., the amount for all general ledger transactions related to the document displayed on the screen. The Trial amount data is stored in two columns called Debit Amount and Credit Amount. The amounts are summed by subtracting debit amounts from credit amounts. One value for amount will be displayed for each screen display line. Where the formula for adding amounts results in a Negative number, the amount will be displayed in red and will include a Minus sign (-). When an amount equals zero, the zero amount will be displayed. The value for this data element shall be displayed for the same Document for which the Document Number is displayed. The "ACCS Total" will be the sum of only those MDLs that match the ACCS combination that was queried. Thus, this number could be less than the document total.

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Vendor/Customer Name is the name of the vendor or customer related to the document for which the document number is displayed. A Vendor is a person or organization from whom the government has purchased services or goods. A customer is a person or organization to whom the government is supplying services or goods. All transactions may not have a value for this field. No vendor name will be displayed if the value is null or 999. If there is situation where the document has multiple vendors associated with it, the system will display the vendor/customer number from the originating document. If the document is not linked to an Originating document, the vendor/customer name will be the first name listed in the system file. The value for this data element shall be displayed for the same Document for which the Document Number is displayed.

Reference Number: Many Documents in the CFS allow a user to enter a Reference Number as additional information about the document. This field shall display the value entered. The value for this data element shall be displayed for the same Document for which the Document Number is displayed. When a document does not have a reference number field or the field has no entry, this element shall be blank. If more than one reference number exists for a document due to changes made via modifications, the reference number currently included in the CFS Control Table for that document will be displayed.

Estimated Contract Life pertains to purchase order (Obligation) transactions related to procurement operations only. The value is entered on the FM-041 screen (a GUI version of the obligation screen) which is used by the procurement office. When the value does not apply or has not been entered, the field shall be blank. The value for this data element shall be displayed for the same Document for which the Document Number is displayed.

Contracting Office Code defines a contracting office assigned to complete the procurement for a given transaction. The code is entered on the FM-030 (Commitment screen and FM-040/041 Obligation Screen). When the value does not apply or has not been entered, the field shall be blank. The value for this data element shall be displayed for the same Document for which the Document Number is displayed.

Originating Office Code defines a originating office assigned to complete the procurement for a given transaction. The code is entered on the FM-030 (Commitment screen and FM-040/041 Obligation Screen). When the value does not apply or has not been entered, the field shall be blank. The value for this data element shall be displayed for the same Document for which the Document Number is displayed.

Feeder System Code is the value that has been entered in the feeder system code or interface_option_code for the document designated as the user document for a transaction and financial event. Not all documents have the feeder system code (interface_option_code) attribute. If there is no attribute for the feeder system code for the user document the system shall display a null value. The value for this data element shall be displayed for the same Document for which the Document Number is displayed.

Feeder System Number is the value that has been entered in the Feeder System number field or the interface document number on the user document. If there is no attribute for the feeder system number or interface document number for the user document the system shall display

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a null value. The value for this data element shall be displayed for the same Document for which the Document Number is displayed.

Created by shows that made the entry into CFS. This attribute only applies to the CFS Created Invoices. When this data element does not apply or has no value in the CFS invoice tables, the system shall display a null value. The value for this data element shall be displayed for the same Document for which the Document Number is displayed.

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3.1.5 Item/MDL Screen

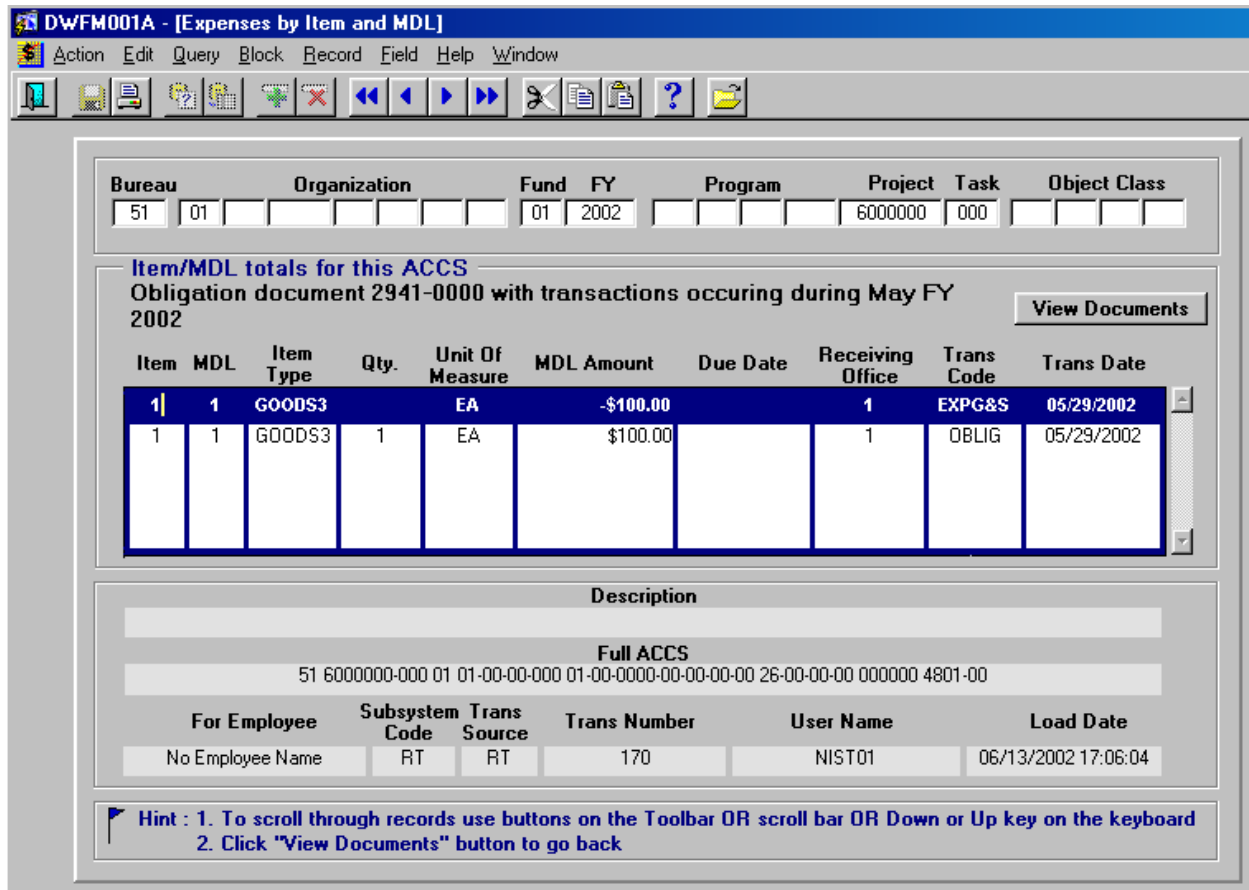


Figure 13 Expenses by Item and MDL Screen

For the month and matched ACCS and the specific document the user selected, the screen will display the detail components of each MDL record. For each MDL, the screen will display the following items:

Item No. is the item number from the source document. The source of data presented here is always taken from the CFS Trial column called Item_No and if the value is a null value the system will default to 0.

Line No. (MDL No) MDL is short for Multiple Distribution Line. Each entry into the CFS Trial table comes from a source document and includes key accounting data needed for classifying the transaction and selecting the General Ledger Accounts to be posted. The MDL line number is used in conjunction with the Item number to uniquely identify the source document. The data for this field will always come from the CFS Trial table if the value in Trial is a null value the system will default to 0.

Item Type is the user classification code describing the purpose of Item. The code is used to help define the purpose of the item (e.g. Equip, Serv). This value is taken directly from the Trial table.

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Quantity is the number of units associated with the purchase of goods. This data element applies to commitment entries (FM030 screen), obligation entries (FM040/41), receiving ticket entries (PM030), estimated accrual entries (PM050) and the invoice entries (PM003). This data element is not maintained in the CFS Trial Table so it will be populated from the appropriate source document table. If the Trial transaction is a change to a document (e.g. change orders, receivable adjustments, and advice of corrections) the system will look in the appropriate change tables. If the value is not found in the appropriate change tables, it will be left blank. The units shown will be the number of units directly associated with the source document MDL. This will usually be the total number of units for the related goods that have been funded by that MDL.

Unit of Measure is the unit of measure, e.g. boxes, cases, reams. This data element is not maintained in the CFS Trial Table so it will be populated from the appropriate document table. If the Trial transaction is a change to a document (e.g. change orders, receivable adjustments, and advice of corrections) the system will look in the appropriate change tables. If the value is not found in the appropriate change tables, it will be left blank.

MDL Amount is the transaction amount for the MDL entry. The trial amount data is stored in two columns called Debit Amount and Credit Amount, and the MDL amount is calculated by subtracting the debit amount from the credit amount. One value for MDL Amount will be displayed for each screen display line. Where the amount results in a negative number, it will be displayed in red and will include a minus sign (-). When an amount equals zero, the zero amount will be displayed. As with the previous Document Summary screen, the amounts will reflect the original amounts, not the current balance. For example, take a purchase order that was placed in February, with one item, a quantity of ten and a unit cost of \$10, for a total of \$100. Let us say that half of the order was received in March, with the balance on back order. If the user now queries on February undelivered orders and drill-down to the PO, the amount displayed will be \$100—even though half of the order has since accrued.

Due Date is the source document due date. This is not in the CFS Trial table so this date will come from the related source document tables. This data element does not apply to all transactions. When it does not apply, the field will be left blank. In the case where a Trial transaction is a change to a document (e.g. change orders, receivable adjustments, advice of corrections) the system will look in the appropriate change tables. If the value is not found in the appropriate change tables, it will be left blank.

Receiving Office is a code that defines where goods or services will be delivered by the vendor. This data is not in the CFS Trial table so it will come from the related source document. This data element does not apply to all Transactions. If the Trial transaction is a change to a document (e.g. change orders, receivable adjustments, and advice of corrections) the system will look in the appropriate change tables. If the value is not found in the appropriate change tables, it will be left blank.

Trans Code is the Transaction code used by the CFS General Ledger Posting process to formulate the entries and select debit and credit accounts recorded in the CFS Trial Table. The information displayed in the field will come directly from Trial. Not all transactions will have a value for this field because it was introduced after several bureaus went into production with the system. When no value exists, the display will be blank.

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Transaction Date is the date the transaction was actually recorded (posted) into the CFS Trial Table. The value will be displayed from the Trial table data element “Trans_Date”.

Item Description is the description related to the financial transaction that is recorded on the source document. Normally this will be a description of goods or services purchased or sold by the government. Not all transactions have description, where this does not apply the field will be left blank. This data element is not maintained in the CFS Trial Table so it will be populated from the appropriate source document table. If the Trial transaction is a change to a document (e.g. change orders, receivable adjustments, and advice of corrections) the system will look in the appropriate change tables. If the value is not found in the appropriate change tables, it will be left blank.

Full ACCS is the standard CFS Accounting Code (Accounting Classification Code Structure). The ACCS is entered on each source document for each amount that has a budgetary impact. Because the user will be allowed to query on a portion of the ACCS, the query result might contain lines with different ACCS combinations (e.g., object class), and so the full ACCS will be displayed for each MDL, as the full ACCS string directly from the CFS Trial Table. The Trial Table stores this code by segments. The following is a complete list of the fields that make up the full ACCS:

- Fund Code
- Bureau Code
- Org1 Code
- Org2 Code
- Org3 Code
- Org4 Code
- Org5 Code
- Org6 Code
- Org7 Code
- Program1 Code
- Program2 Code
- Program3 Code
- Program4 Code
- Project Code
- Task Code
- Object1 Code
- Object2 Code
- Object3 Code
- Object4 Code
- User Defined Code
- Account_no
- Sub_account_no

For Employee is derived from the Employee number in Trial and is linked to the corresponding employee name. This data element is entered on the source document and shows the name of the

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employee about which the data is being gathered. If the employee number in trial is either null or zero, the system will display “No Employee Name”.

Sub-System Code and Trans-Source Code: These two data elements combine to identify the source of each transaction that can be recorded in the Trial Table. These values will be displayed from the Trial table data elements “Subsystem_Code” and “Trans_Source”.

Trans No. is a database key used to link the Trial Table back to the source document tables. The value displayed will be the Trial Table data element “Trans_no”

User Name is taken directly from Trial Table data element “User_Name”. This is normally the name of the person who approved the transaction causing Trial impact.

Load date is the date the transaction was extracted from the CFS Trial table and added with additional document information into the CFS Warehouse tables.

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3.2 Application Walkthrough

This walkthrough will provide you with examples with required steps to query and analyze ACCS budget and expenditure data. You may to print the screens and reports at each step – using Action→Print from the menu bar, or the “Print” button from the tool bar.



3.2.1 ACCS Summary and Detail Screen

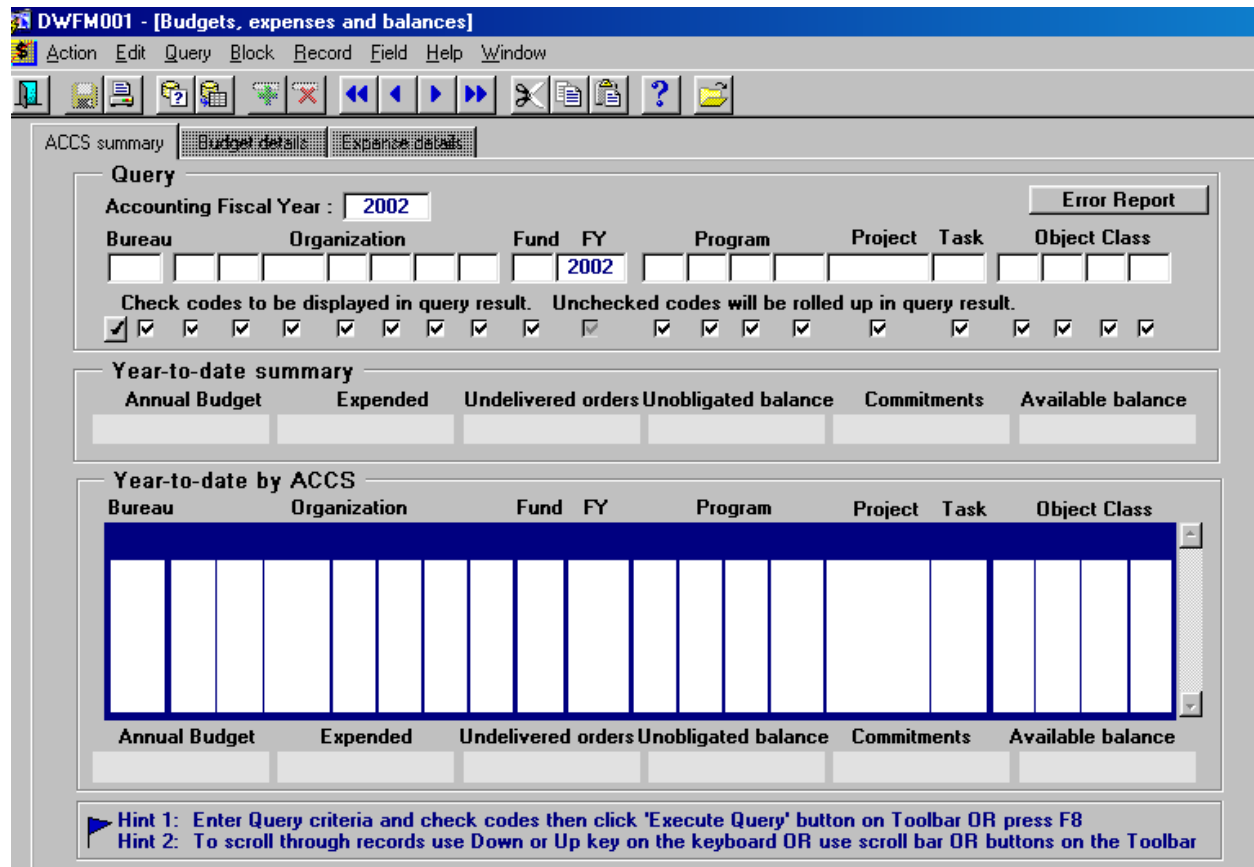


Figure 14 DWFM001 - ACCS Summary Tab (pre-query)

When you launch the application, this main query screen will appear. There two required fields in the Query block, Fiscal Year and Fund Code Fiscal Year, which are default to the current Fiscal Year (in this example 2002). You will be able to query on any portion of the ACCS. Any null fields will not be used as part of the query criteria. In addition, if you do not want to see the query result broken down to the lowest level of the ACCS (e.g., to the individual object classes), you can use the check boxes to specify that the amounts should be grouped by any given set of fields (i.e., the amounts should be rolled up for those fields).

For the example (Figure 15 below), you are querying on a bureau (51), organization level 1 (11), and project (0443000), and you want to see all the funds that have participated in the bureau, organization level 1, and project, so you have left the fund code blank (any empty fields will not be used as part of the query criteria).

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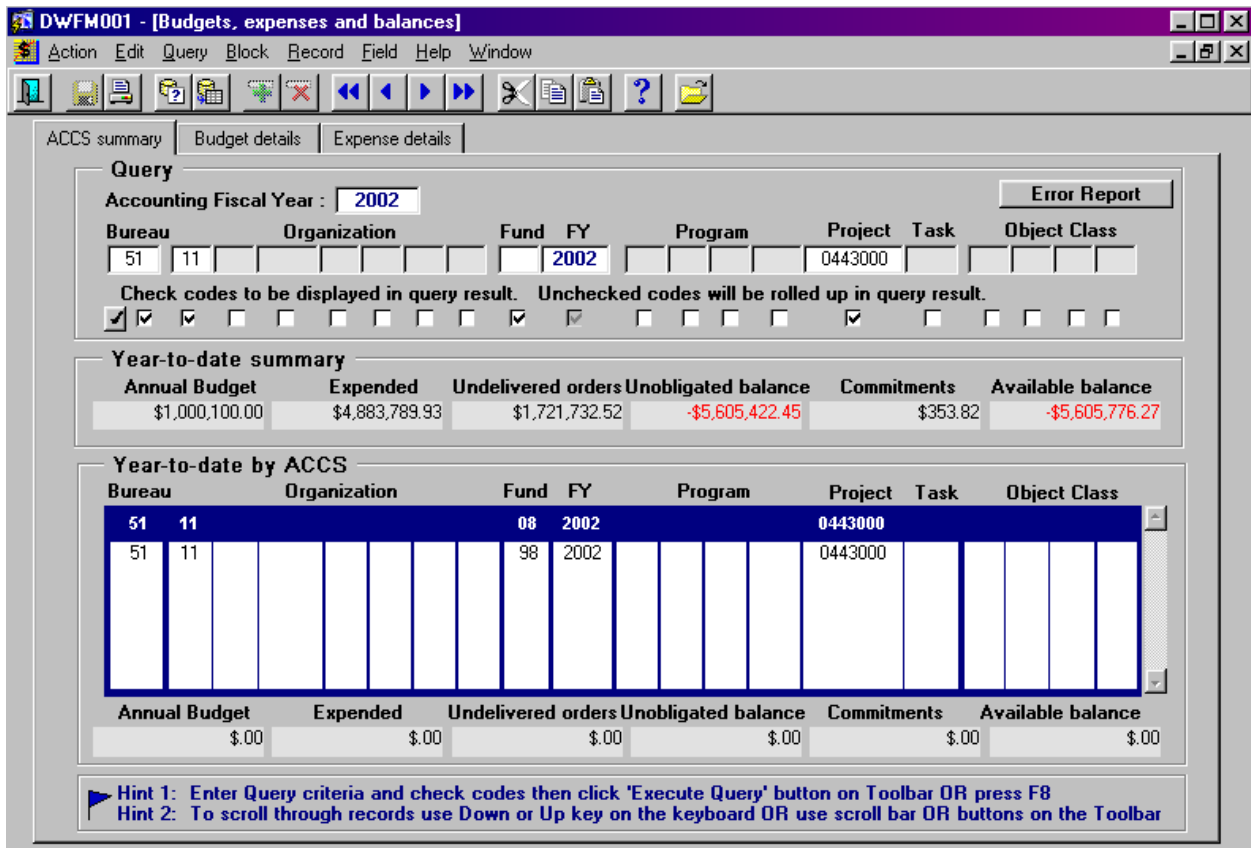


Figure 15 DWFM001 - ACCS Summary Tab (query result)

Also, you have selected to roll up all organizations below the division level (org 1), task, all programs and all object classes, so you have unchecked the checkboxes under org codes 2~7, programs and object classes. Un-checking the checkbox indicates that the amounts should be grouped by this field. In other words, the amounts should be rolled up for this field. To execute the query, you now press the “Execute Query” button from the tool bar or press the



F8 key or Query→Execute from the menu bar.

The figure above displays the results of the query that you prepared and executed. The “Year-to-date summary” block shows the query result of all ACCS combinations that match the query criteria, in this case for the bureau (51), organization level 1 (11), and project (0443000) for FY and fund code FY 2002. The lower “Year-to-date by ACCS” block shows the summary information broken down by fund code (08 and 98). The amounts at the bottom of the screen are those of the currently highlighted row (fund code 08). Note that these “rolled up” fields are blank and displayed in gray in the Query block. Negative amounts will appear with a minus sign in red.

You can modify the query criteria for another example for our walkthrough (shown in Figure 16). In addition to fund code, you want to see organization level 2 and 3 and object class 2, that have participated in the bureau, organization level 1, project, and object code 1. You will check the organization level 2 and 3, object class 1 and 2. And enter object class 1 (25) as

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additional query criteria and leave the fund code, organization level 2 and 3, and object class 2 blank. Execute the query again.

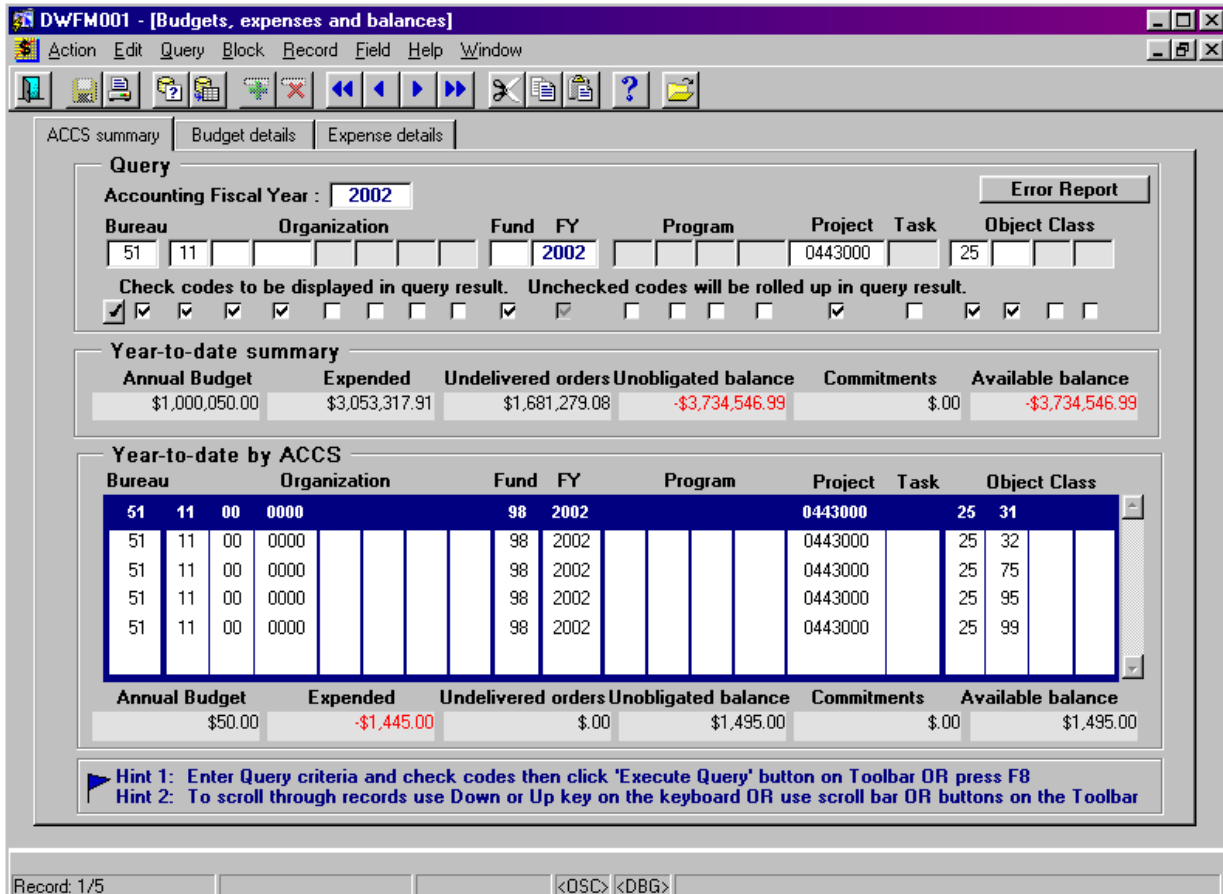


Figure 16 DWFM001 - ACCS Summary Tab (query result - continue)

The query will now return a list of ACCS budget data that matches your new criteria. The upper block on the figure above shows the query result of the sum of all ACCS combinations that match the new query criteria, in this case for the bureau (51), organization level 1 (11), and project (0443000), and object class 1 (25) for FY and fund code FY 2002. In this example, the initial budget is \$1,000,050, of which \$3,734,546.99(debit) remains. For the selected row in the ACCS query result (organization level 2 and 3 are 00, fund is 98, object class 2 is 31) we have a budget of \$50, of which \$1,495.00 remains.

We will now move the cursor down or use down arrow key or Next Record button from toolbar



to the last line to see the amounts for the another ACCS (see the Figure 17 below). For this row (organization level 2 and 3 are 00, fund is 98, object class 2 is 99), we have a budget of \$1,000,000, of which \$3,692,632.89 (debit) remains.

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The screenshot shows the DWFM001 application window with the ACCS summary tab selected. The query parameters are set for Accounting Fiscal Year 2002, Bureau 51, Organization 11, Fund 98, FY 2002, Program 0443000, Project 0443000, Task 000, and Object Class 25. The year-to-date summary shows an Annual Budget of \$1,000,050.00, Expended of \$3,053,317.91, Undelivered orders of \$1,681,279.08, Unobligated balance of -\$3,734,546.99, Commitments of \$0.00, and Available balance of -\$3,734,546.99. The year-to-date by ACCS table shows a total Annual Budget of \$1,000,000.00, Expended of \$3,011,353.81, Undelivered orders of \$1,681,279.08, Unobligated balance of -\$3,692,632.89, Commitments of \$0.00, and Available balance of -\$3,692,632.89.

Bureau	Organization	Fund	FY	Program	Project	Task	Object Class
51	11	00	0000	98	2002	0443000	25 31
51	11	00	0000	98	2002	0443000	25 32
51	11	00	0000	98	2002	0443000	25 75
51	11	00	0000	98	2002	0443000	25 95
51	11	00	0000	98	2002	0443000	25 99

Figure 17 DWFM001 - ACCS Summary Tab (query result - continue)

To print the “ACCS Summary” report, select Action → Print from the menu bar, or the “Print” button from the tool bar.

The screenshot shows the ACCS Summary Report: Previewer window. The report title is "Summary of Resources, Commitments, Obligations, Expenditures, Balances, YTD". The accounting fiscal year is 2002. The report displays a detailed breakdown of financial data for Bureau 51, Organization 11, Fund 98, FY 2002, Program 0443000, Project 0443000, Task 000, and Object Class 25. The summary table shows an Annual Budget of \$1,000,000.00, Expended of \$3,011,353.81, Undelivered orders of \$1,681,279.08, Unobligated balance of -\$3,692,632.89, Commitments of \$0.00, and Available balance of -\$3,692,632.89.

Bureau	Organization	Fund	FY	Program	Project	Task	Object
51	11	00	0000	98	2002	0443000	000 25 31
51	11	00	0000	98	2002	0443000	000 25 32
51	11	00	0000	98	2002	0443000	000 25 75
51	11	00	0000	98	2002	0443000	000 25 95
51	11	00	0000	98	2002	0443000	000 25 99
51	11	00	0000	98	2002	0443000	000 25 99

Figure 18 DWFM001 - ACCS Summary Report

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We now have two potential navigation paths: you can select the “Budget details” tab to see budget balances to the end of current periods (FY, quarter, month), or you can select the “Expenditure details” tab to see expenditures broken out by period.

We will first select the “Budget details” tab (using the mouse). Later we will drill-down to the “Expenditure details”. In either case, the data selected for the drill-down will be the currently highlighted ACCS (in this case, the last record shown in [Figure 17](#) above).

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3.2.2 Budget and Balances Detail Screen

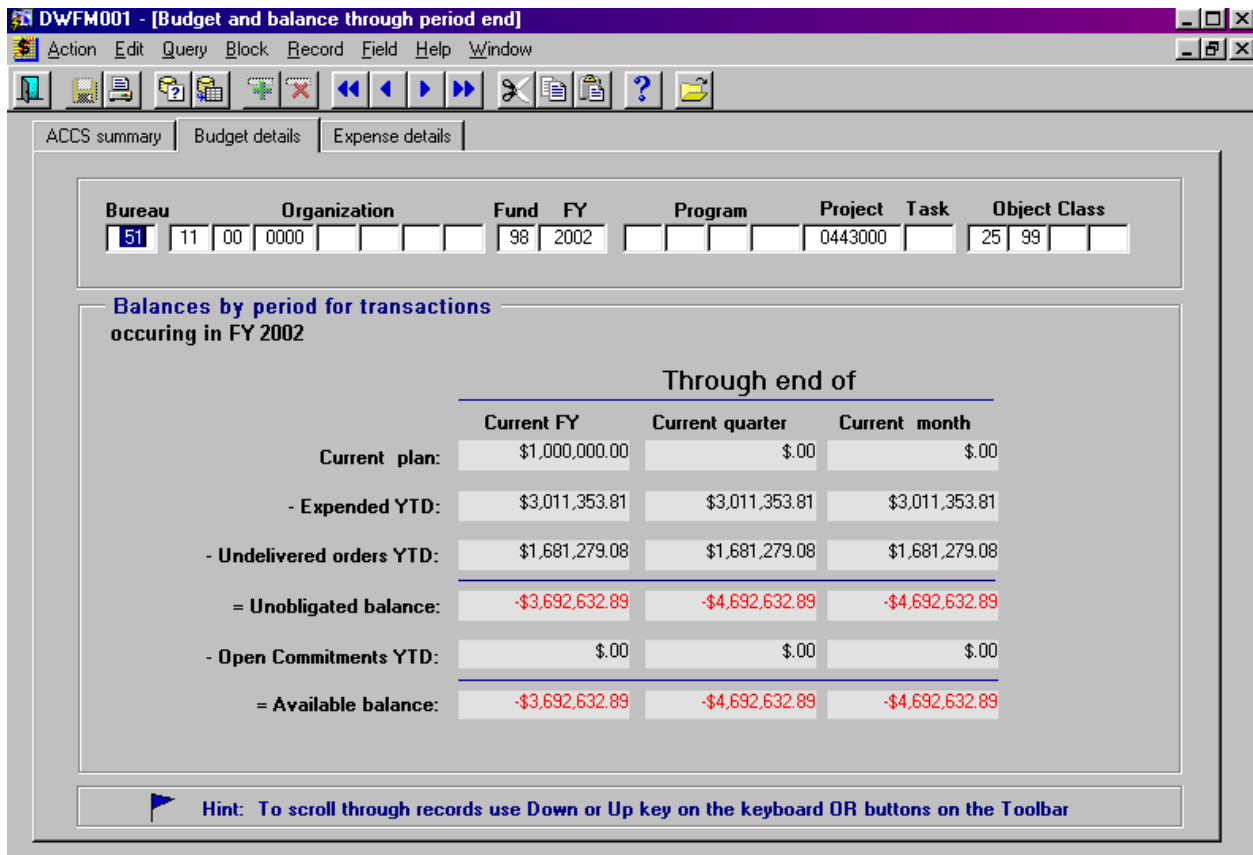


Figure 19 DWFM001 - Budget Detail Tab

If you review the screen above in June 2002, you will see that for the current month June (3rd quarter, 9th month of the FY), the user has budgeted \$1,000,000. Current FY column displays the same amount as displayed on the bottom of the previous tab for selected ACCS record as shown of the bottom of Figure 17. Current Quarter column displays the cumulative summary from October 2001 to June 2002. Current Month column displays the cumulative summary from October 2001 to June 2002. In this case the data in Current Quarter and Current Month columns will be the same because June is the last month in the quarter. Negative amounts will appear with a minus sign in red.

If your query on the “ACCS Summary and Detail” screen returned multiple rows, you may scroll through the Budget and Balances data for those rows by using the arrow keys or Record Navigation buttons from the tool bar.



There is no further drill-down on budgets. You have the option to return to the “ACCS Summary and Detail” screen by selecting the “ACCS summary” tab, or reviewing the expenditure data by selecting the “Expense details” tab. We will select the “Expense details” tab. As before, the data selected for the drill-down was the record previously selected on the “ACCS Summary and Detail” screen.

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3.2.3 Monthly Expenditures Screen

Bureau 51 | **Organization** 11 00 0000 | **Fund** 98 | **FY** 2002 | **Program** | **Project** 0443000 | **Task** | **Object Class** 25 99

Totals by month for transactions occurring in FY 2002

	Open Commitments	Year to date	Undelivered orders	Year to date	Expended	Year to date
Oct	\$0.00	\$0.00	\$0.00	\$1,681,279.08	\$0.00	\$3,011,353.81
Nov	\$0.00	Qtr1	\$419,937.50	Qtr1	\$15,316.51	Qtr1
Dec	\$0.00	\$0.00	-\$5,779.92	\$414,157.58	\$804,718.11	\$820,034.62
Jan	\$0.00	Qtr2	\$39,642.75	Qtr2	\$992,274.87	Qtr2
Feb	\$0.00	\$1,323,044.14	\$1,323,044.14	Qtr2	\$439,478.93	Qtr2
Mar	\$0.00	\$0.00	-\$95,565.39	\$1,267,121.50	\$759,565.39	\$2,191,319.19
Apr	\$0.00	Qtr3	\$0.00	Qtr3	\$0.00	Qtr3
May	\$0.00	\$0.00	\$0.00	Qtr3	\$0.00	Qtr3
Jun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jul	\$0.00	Qtr4	\$0.00	Qtr4	\$0.00	Qtr4
Aug	\$0.00	\$0.00	\$0.00	Qtr4	\$0.00	Qtr4
Sep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Hint 1: To scroll through records use Down or Up key on the keyboard OR buttons on the Toolbar
Hint 2: Select the month and column then click on "View Documents" button OR Double-click on the field

Figure 20 DWFM001 - Expense Details Tab (Obligation)

For the ACCS that we selected, the screen displays the total expenditures, undelivered orders and commitments, broken out by month and summarized by quarter and YTD. The “Year to date” figures are the same as on bottom of the of the ACCS query screen (Figure 17) and in the Current FY column of the Budget and Balances Detail screen (Figure 19).

All amounts will appear in the period in which the transaction occurred. Thus, if an order was placed in March and received in April, the order amount will still appear as an undelivered order in March. The receipt will be reflected as expenditure in April, as well as a credit in undelivered orders in April. Negative amounts will appear with a minus sign in red.

This application is not designed to show the outstanding balance of a document, because liquidations may appear in different months from the month when the document was approved.

If your query on the “ACCS Summary and Detail” screen returned multiple rows, you may scroll through the Expenditure details data for those rows by using the arrow keys or Record navigation buttons from the tool bar.



We will now review the document data. First, you will position the cursor on the field for month of

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March and expenditure type of “Undelivered orders” (Obligation), as the cell of amount (-\$95,565.39) on Figure 20, then select the button **View Documents** or double-click on the field.

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3.2.4 Document Summary Screen (Obligation)

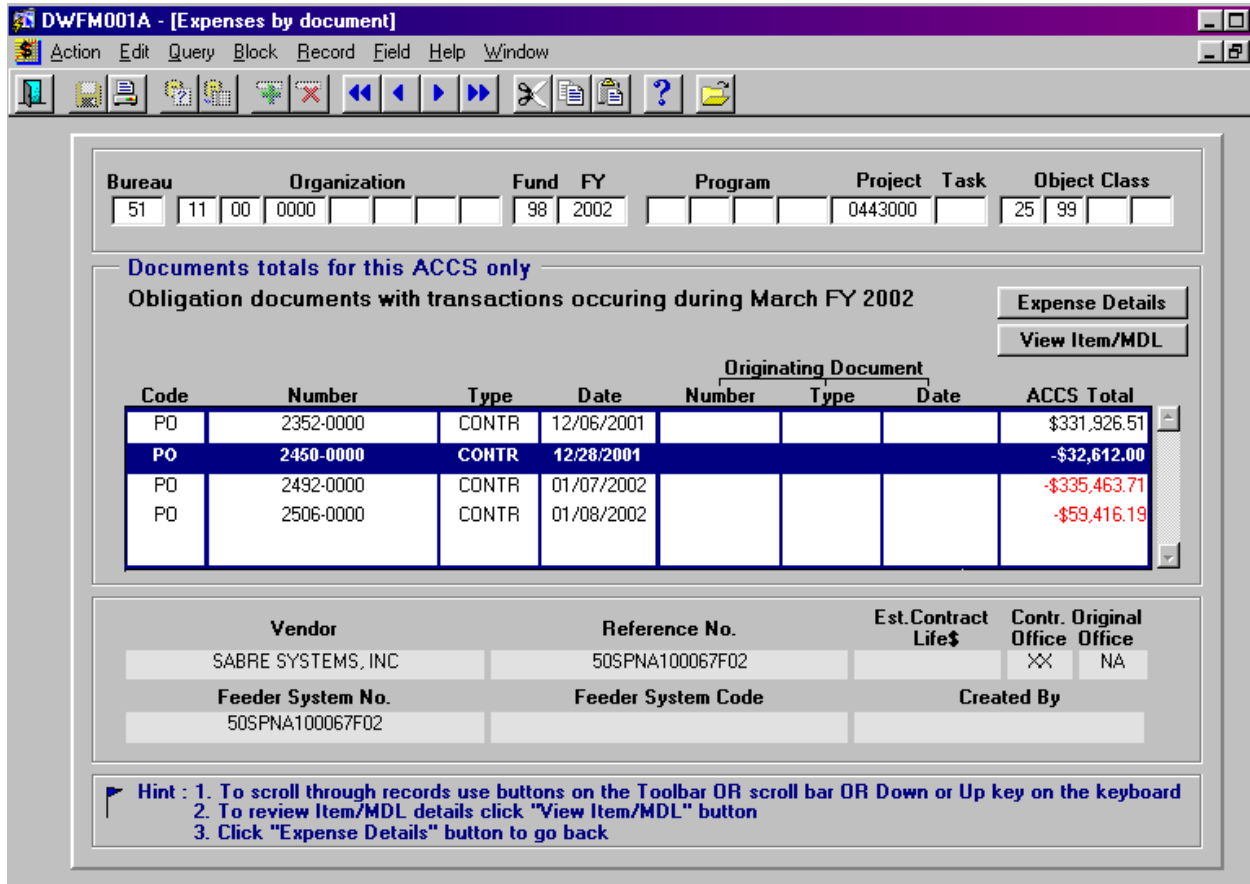


Figure 21 DWFM001A - Document Info Screen (Obligation)


We have now drilled-down all the way from the ACCS Summary data to the document level for our user-specified ACCS, month and expenditure type. The month and expenditure type information will be inherited from Expense Details Screen (Figure 20) and displayed in the title (in this example “**Obligation** documents with transactions occurring during **March FY 2002**”).

The “ACCS Total” is the sum of only those MDLs that match the ACCS combination that was queried on. Thus, this number could be different than the document total. In this example, as shown on the figure above, the summary of ACCS Totals for all four records (\$331,926.51 – \$32,612.00 – \$335,463.71 – \$59,416.19) added up to **-\$95,565.39**, which is the amount you selected on the Expense Details Screen (Figure 20) - Obligation for March 2002.

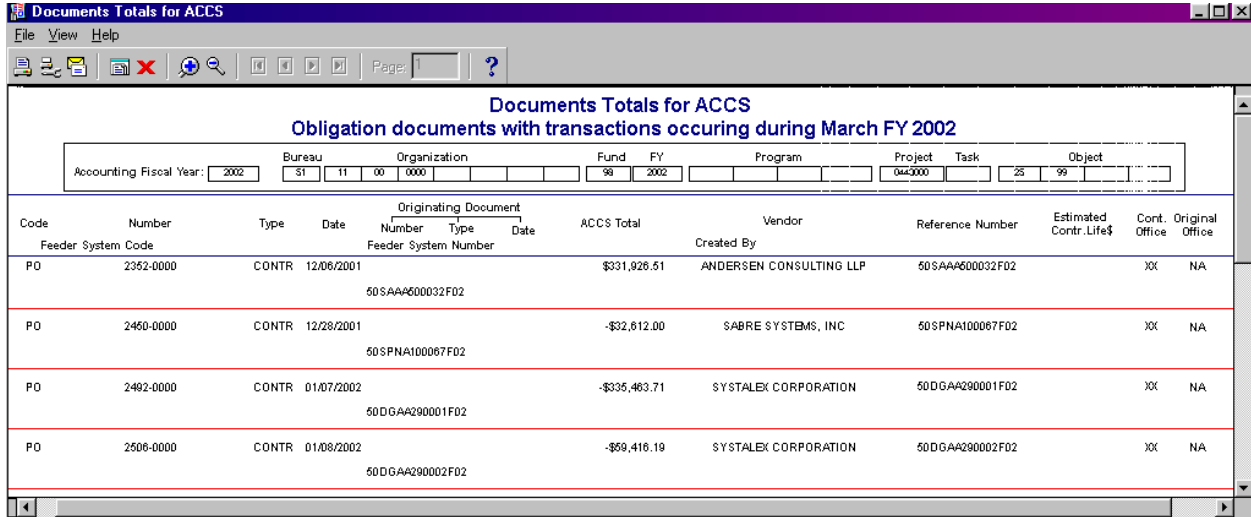
The lower block shows the detail information of the currently highlighted document record (in this example for document number 2450-0000).

There is only one more drill-down level available; the Item/MDL level. To view data at that level, we will select the document of interest and then press the **View Item/MDL** button. This will present the Item/MDL screen for the highlighted document (in this example for document number “2450-0000”), as shown in Figure 23.

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Selecting the **Expense Details** button or “Exit” button () from the tool bar will return you to the “ACCS Summary and Detail” screen.

To print the “Document Totals for ACCS” report as shown in the following, use Action→Print from the menu bar, or the “Print” button from the tool bar.



Documents Totals for ACCS																		
Obligation documents with transactions occurring during March FY 2002																		
Accounting Fiscal Year:		Bureau		Organization			Fund		FY		Program		Project		Task		Object	
2002		51		11 00 0000			98		2002				0443000		25		99	
Code	Number	Type	Date	Originating Document			ACCS Total	Vendor	Reference Number	Estimated Contr. Life\$	Cont. Original Office							
Feeder System Code				Number	Type	Date		Created By										
Feeder System Number																		
PO	2352-0000	CONTR	12/06/2001	50SAAA600032F02			\$31,926.51	ANDERSEN CONSULTING LLP	50SAAA600032F02		XX	NA						
PO	2450-0000	CONTR	12/28/2001	50SPNA100067F02			-\$32,612.00	SABRE SYSTEMS, INC	50SPNA100067F02		XX	NA						
PO	2492-0000	CONTR	01/07/2002	50DGAA290001F02			-\$335,463.71	SYSTALEX CORPORATION	50DGAA290001F02		XX	NA						
PO	2506-0000	CONTR	01/08/2002	50DGAA290002F02			-\$59,416.19	SYSTALEX CORPORATION	50DGAA290002F02		XX	NA						

Figure 22 DWFM001A - Document Info Report (Obligation)

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3.2.5 Item/MDL Screen (Obligation)

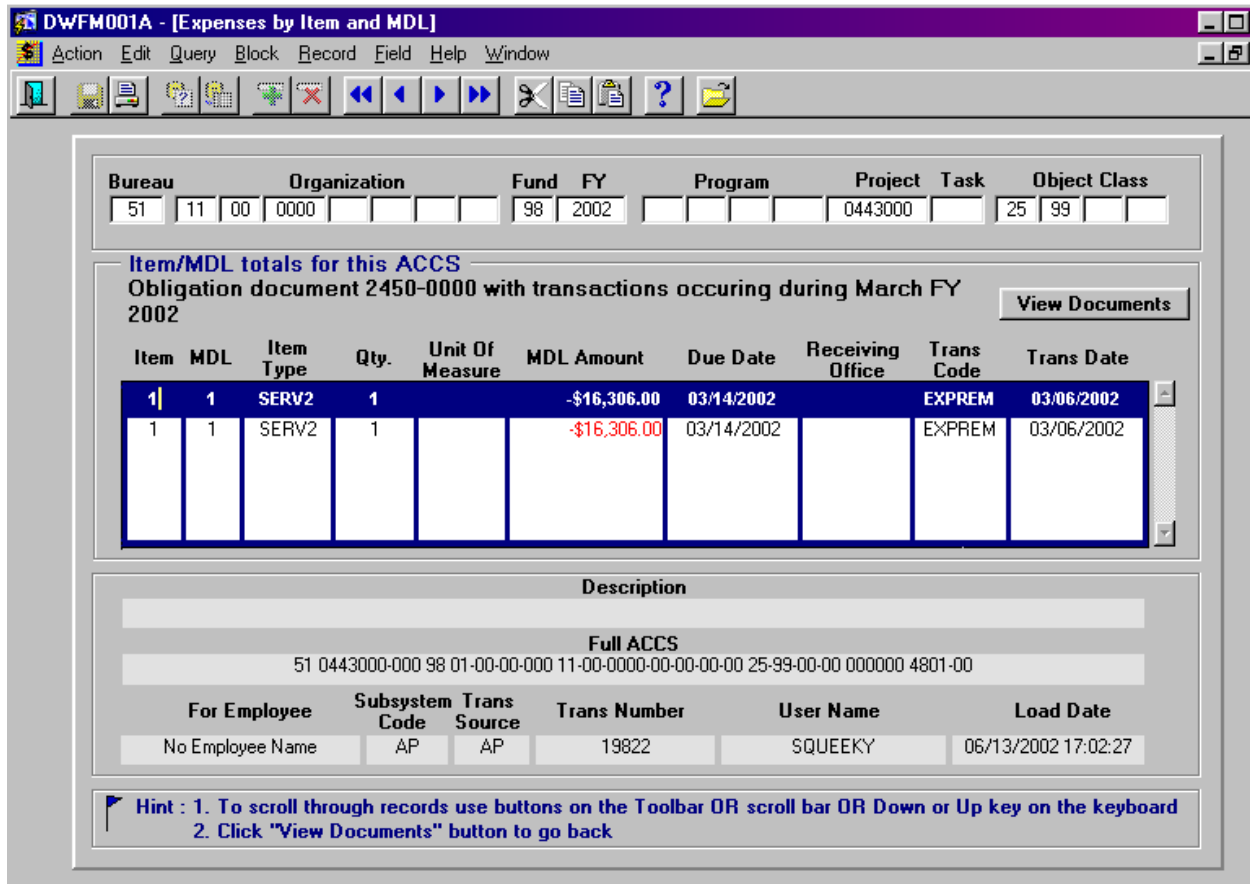


Figure 23 DWFM001A - Expenses by Item and MDL Screen (Obligation)

We are now drilled-down to the bottom-most level for the application. As with the Document Summary screen, the amounts will reflect the original amounts, not the current balance.


For example, take a purchase order that was placed in April, with one item, a quantity of one and a unit cost of \$100, for a total of \$100. Let us say that half of the order was received in May, with the balance on back order. If the user now queries on April undelivered orders and drills-down to the PO, the amount displayed will be \$100—even though half of the order has accrued. Because the user is allowed to query on a portion of the ACCS, the query result may contain lines with different ACCS combinations (e.g., object class), and so the full ACCS is displayed for each MDL.

As for our walkthrough example in the figure above, the query returned two records. The month and expenditure type, as well as document number information will be inherited from Document Info Screen (Figure 21) and displayed in the title (in this example “Obligation document 2450-0000 with transactions occurring during March FY 2002”).

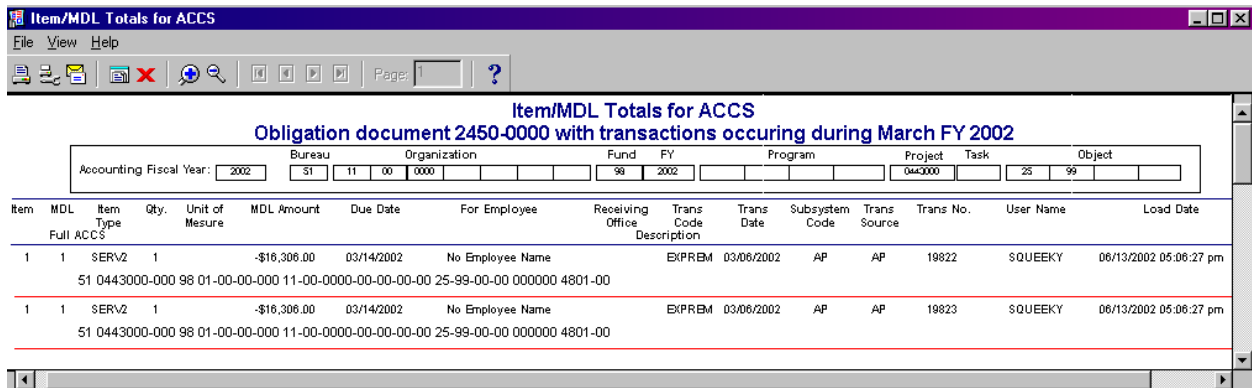
The summary of MDL Amount for two records (–\$16,306.00 – \$16,306.00) added up to (–\$32,612.00), which is the ACCS Total for the document number 2450-0000 you selected on the Document Info Screen (Figure 21).

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The lower block shows the detail information of the currently highlighted document record (in this example for document number 2450-0000).

Please note that to return to the “ACCS Summary and Detail” screen you have choices of first returning to the “Document Info” screen by pressing **View Documents** button, followed by pressing the **Expense Details** button, or just click “Exit” button () from the tool bar, or select Action→Exit from the menu bar.

To print the “Item/MDL Totals for ACCS” report as shown in the following, select Action→Print from the menu bar, or the “Print” button from the tool bar.



Item	MDL	Item Type	Qty.	Unit of Measure	MDL Amount	Due Date	For Employee	Receiving Office	Trans Code Description	Trans Date	Subsystem Code	Trans Source	Trans No.	User Name	Load Date
1	1	SERV2	1		-\$16,306.00	03/14/2002	No Employee Name		EXPREM	03/06/2002	AP	AP	19822	SQUEEKY	06/13/2002 05:06:27 pm
51 0443000-000 98 01-00-00-000 11-00-0000-00-00-00-00 25-99-00-00 000000 4801-00															
1	1	SERV2	1		-\$16,306.00	03/14/2002	No Employee Name		EXPREM	03/06/2002	AP	AP	19823	SQUEEKY	06/13/2002 05:06:27 pm
51 0443000-000 98 01-00-00-000 11-00-0000-00-00-00-00 25-99-00-00 000000 4801-00															

Figure 24 DWFM001A - Expenses by Item and MDL Report (Obligation)

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3.2.6 Document Summary Screen (Expense)

Now we returned to Expense Details Tab. For the next example you will review the document data for March and expenditure type -“Expended” (Expense), the cell with amount \$759,565.39, by selecting the button **View Documents** or double-click on the field.

ACCS summary | Budget details | Expense details

Bureau: 51 | Organization: 11 00 0000 | Fund: 98 | FY: 2002 | Program: | Project: 0443000 | Task: | Object Class: 25 99

Totals by month for transactions occurring in FY 2002

	Open Commitments	Year to date	Undelivered orders	Year to date	Expended	Year to date
		\$		\$		\$
Oct	\$0.00	\$0.00	\$0.00	\$1,681,279.08	\$0.00	\$3,011,353.81
Nov	\$0.00	Qtr1	\$419,937.50	Qtr1	\$15,316.51	Qtr1
Dec	\$0.00	\$0.00	-\$5,779.92	\$414,157.58	\$804,718.11	\$820,034.62
Jan	\$0.00		\$39,642.75		\$992,274.87	
Feb	\$0.00	Qtr2	\$1,323,044.14	Qtr2	\$439,478.93	Qtr2
Mar	\$0.00	\$0.00	-\$95,565.39	\$1,267,121.50	\$759,565.39	\$2,191,319.19
Apr	\$0.00		\$0.00		\$0.00	
May	\$0.00	Qtr3	\$0.00	Qtr3	\$0.00	Qtr3
Jun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jul	\$0.00		\$0.00		\$0.00	
Aug	\$0.00	Qtr4	\$0.00	Qtr4	\$0.00	Qtr4
Sep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Hint 1: To scroll through records use Down or Up key on the keyboard OR buttons on the Toolbar
 Hint 2: Select the month and column then click on 'View Documents' button OR Double-click on the field

Figure 25 DWFM001 - Expense Details Tab (Expense)

In this example the query returned five records in Figure 26 below. The title will indicate the month and expenditure type information from Expense Details Screen (Figure 25) and is displayed as “Expense documents with transactions occurring during March FY 2002”. Notice only the expenditure type was changed in the title from the previous Obligation walkthrough example (Figure 21).

The “ACCS Total” is the sum of only those MDLs that match the ACCS combination that was queried on. The summary of ACCS Totals for all five records (\$16,306.00 + \$16,306.00 + \$332,073.49 + \$335,463.71 + \$59,416.19) added up to \$759,565.39, which is the amount you selected on the Expense Details Screen (Figure 25 above) - Expense for March 2002.

Notice, the records with Originating documents numbers 2352-0000, 2450-0000, 2492-0000, and 2506-0000 in Figure 26 below are displayed as the Obligation documents in the Figure 21.

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The Expense documents 004-0001 and 005-0001 with Originating document number 2450-000 roll-up to one Obligation document 2450-000 highlighted in .

The screenshot shows the DWFM001A application window with the following data and controls:

Bureau: 51 | **Organization:** 11 00 0000 | **Fund:** 98 | **FY:** 2002 | **Project:** 0443000 | **Task:** | **Object Class:** 25 99

Documents totals for this ACCS only
Expense documents with transactions occurring during March FY 2002

Expense Details | **View Item/MDL**

Code	Number	Type	Date	Originating Document			ACCS Total
				Number	Type	Date	
AP	004-0001	VINV	03/06/2002	2450-000	CONTR	12/28/2001	\$16,306.00
AP	005-0001	VINV	03/06/2002	2450-000	CONTR	12/28/2001	\$16,306.00
AP	0215355730-0000	VINV	03/06/2002	2352-000	CONTR	12/06/2001	\$332,073.49
AP	ODGAA290001 INV#007-000	VINV	03/06/2002	2492-000	CONTR	01/07/2002	\$335,463.71
AP	ODGAA290002 INV#004-000	VINV	03/06/2002	2506-000	CONTR	01/08/2002	\$59,416.19

Vendor: SABRE SYSTEMS, INC | **Reference No.:** 50SPNA100067F02 | **Est. Contract Life\$:** | **Contr. Original Office:**

Feeder System No.: | **Feeder System Code:** | **Created By:** SQUEEKY

Hint: 1. To scroll through records use buttons on the Toolbar OR scroll bar OR Down or Up key on the keyboard
2. To review Item/MDL details click "View Item/MDL" button
3. Click "Expense Details" button to go back

Figure 26 DWFM001A - Document Summary Screen (Expense)

The lower block in Figure 26 shows the detail information of the currently highlighted document record (in this example for document number 004-0001).

To view data at the Item/MDL level, we will select the document number 004-0001 and then press the View Item/MDL button. This will present the Item/MDL screen for the highlighted document.

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3.2.7 Item/MDL Screen (Expense)

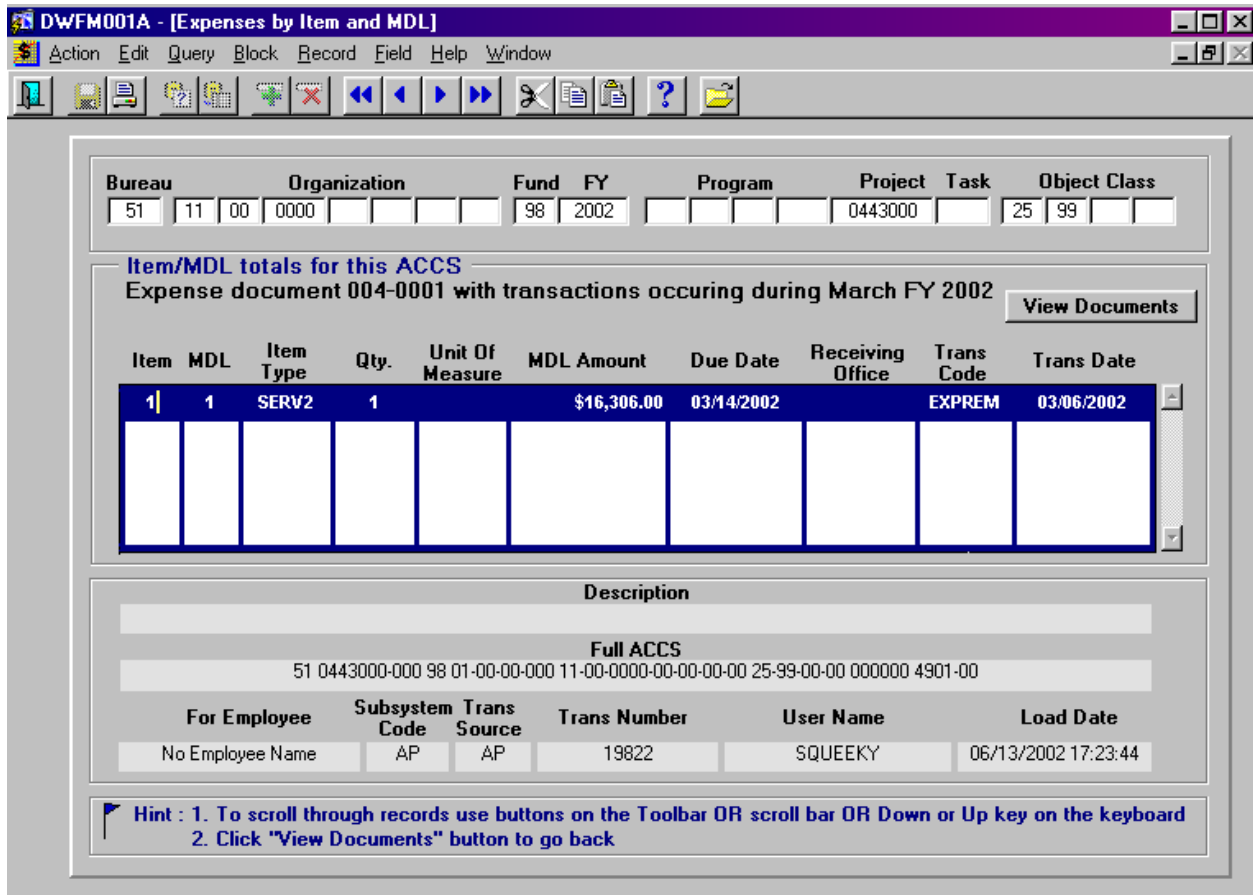


Figure 27 DWF001A - Item and MDL Detail Screen (Expense)

As for this walkthrough example in the figure above, the query returned one record. The month, expenditure type, and document number information will be inherited from Document Info Screen (Figure 25) and displayed in the title (in this example “Expense document 004-0001 with transactions occurring during March FY 2002”).

The MDL Amount \$16,306.00 for the displayed record will be same as in the document you selected on the Document Info Screen (Figure 25) - document number 004-0001.

The lower block shows the detail information of the currently highlighted document record (in this example for document number 004-0001).

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3.2.8 Error Document Report

All transactions that contributed to the totals displayed in the summary screens will always be presented on the document and document detail level screens. Transactions which do not meet the predefined document relationship rules defined for document code (see 3.1.4) will be tagged with “ERROR” as its value and included in an error report run by a user on an ad hoc basis. From the ACCS Summary screen, produce the Error Report by selecting the “Error Report”

Error Report button on the upper right corner as shown in the following:

The screenshot shows the DWFM001 application window with the following components:

- Menu Bar:** Action, Edit, Query, Block, Record, Field, Help, Window
- Toolbar:** Includes icons for home, print, help, search, and navigation.
- Tabbed Interface:** ACCS summary (selected), Budget details, Expense details
- Query Section:**
 - Accounting Fiscal Year: 2002
 - Buttons: Error Report
 - Fields: Bureau, Organization, Fund (2002), Program, Project, Task, Object Class
 - Check codes to be displayed in query result. Unchecked codes will be rolled up in query result.
 - Checkboxes: 12 checkboxes, all are checked.
- Year-to-date summary:**

Annual Budget	Expended	Undelivered orders	Unobligated balance	Commitments	Available balance
- Year-to-date by ACCS:**

Bureau	Organization	Fund	FY	Program	Project	Task	Object Class

Annual Budget	Expended	Undelivered orders	Unobligated balance	Commitments	Available balance
- Hint 1:** Enter Query criteria and check codes then click 'Execute Query' button on Toolbar OR press F8
- Hint 2:** To scroll through records use Down or Up key on the keyboard OR use scroll bar OR buttons on the Toolbar

This will bring up a parameters form to allow narrowing down the records selection by the Trial general ledger end date. The report can be produced for a specific month of a fiscal year, all months of a fiscal year, or for all fiscal years. The following example shows a selection of March, FY2002.

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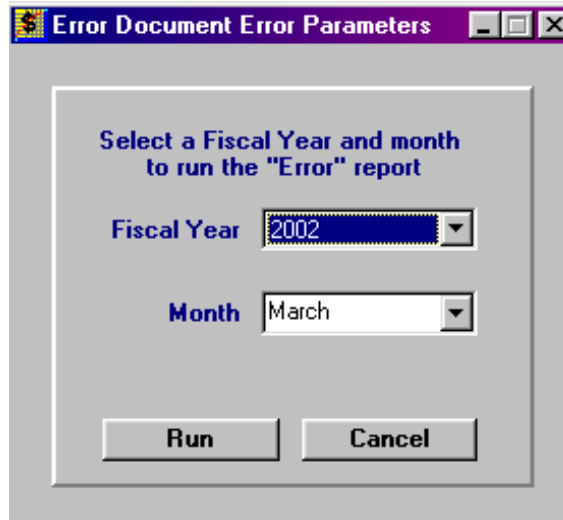

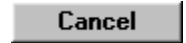


Figure 28 DWFM001 - Error Document Report Screen

Choose the “Run”  button to review the report as shown in Figure 29 or “Cancel”  button to return to ACCS Summary screen. This report shows all records with “Error” document code having the general ledger end date of March, FY2002.

GL Month Year	Full ACCS Code	Document Number	Type	Date	Originating Document Number	Type	Date	Vendor	Trans Source	Trans No	Trans Code	Trans Date	Reference	Item	MDL	Trial Id	Item Type	User Name	MDL Amount	Description	Load Date
March, 2002	ERROR	51 7033000-000 19590-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4802-00	ACCOMPACCOMP	PAULO MENDES	1762	T2119	03/08/2002	63195596	1 1	ADV		MICKJOHN	\$9,000.00		06/13/2002 07:06:09 pm		
March, 2002	ERROR	51 7033000-000 19590-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4801-00	ACCOMPACCOMP	PAULO MENDES	1762	T2119	03/08/2002	63195595	1 1	ADV		MICKJOHN	-\$9,000.00		06/13/2002 07:06:09 pm		
March, 2002	ERROR	51 7034000-000 19758-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4802-00	ACCOMPACCOMP	ROBIN REDFIELD	1777	T2119	03/08/2002	63197004	1 1	ADV		MICKJOHN	\$7,360.00		06/13/2002 07:06:09 pm		
March, 2002	ERROR	51 7034000-000 19758-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4801-00	ACCOMPACCOMP	ROBIN REDFIELD	1777	T2119	03/08/2002	63197003	1 1	ADV		MICKJOHN	-\$7,360.00		06/13/2002 07:06:09 pm		
March, 2002	ERROR	51 7044000-000 19543-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4802-00	ACCOMPACCOMP	BARBARA HALL	1762	T2119	03/08/2002	63195572	1 1	ADV		MICKJOHN	\$650.00		06/13/2002 07:06:09 pm		
March, 2002	ERROR	51 7044000-000 19548-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4802-00	ACCOMPACCOMP	CRAIG VANGRASSTEK	1762	T2119	03/08/2002	63195576	1 1	ADV		MICKJOHN	\$450.00		06/13/2002 07:06:09 pm		
March, 2002	ERROR	51 7044000-000 19543-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4801-00	ACCOMPACCOMP	BARBARA HALL	1762	T2119	03/08/2002	63195571	1 1	ADV		MICKJOHN	-\$650.00		06/13/2002 07:06:24 pm		
March, 2002	ERROR	51 7044000-000 19548-0000	08 01-00-00-0000	07-00-0000-00-00-00-00	14-13-00-00 000000	4801-00	ACCOMPACCOMP	CRAIG VANGRASSTEK	1762	T2119	03/08/2002	63195575	1 1	ADV		MICKJOHN	-\$450.00		06/13/2002 07:06:24 pm		

Figure 29 DWFM001 - Error Document Report

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4. Getting Help

4.1 Application Help

Screen and context-sensitive help is not available in this application – this application is limited to query and drill-down and query is only supported on the ACCS Summary and Detail screen. The application does, however, provide fields help messages. These messages are displayed automatically at the bottom of any CFS DW screen with a description of the field that the cursor is positioned on.

As with all Oracle applications, a list of key mappings is available from the help menu.

4.2 Help Desk

The CFS Data Warehouse software is maintained by the Department of Commerce's Financial and Administrative Systems CAMS Support Center (CSC) which provides a facility for training users, testing software bug fixes, developing enhancements, and providing various types of support to bureaus for deployment and operation of the software. The CSC operates a Help Desk in support of these activities. The Help Desk receives Activity Requests (AR) from many different sources such as telephone, fax, escalation, or from within the CSC. Each AR that is received is entered into the help desk software with a status of NEW and assigned a unique identifying number. The Help Desk Administrator will assign it to a Customer Support Team member for initial review. The number and severity of open AR will be used to prioritize the daily work effort within the CSC. Bureaus are able to track progress made against AR by calling the help desk software via the Internet and retrieving the specific AR. As progress is made in resolving the AR, the CSC will add text data as well as status codes to indicate the actions that have been taken.

The Help Desk is a resource provided to you when you cannot correct a problem that you are experiencing within CFS. Below is the location and phone number for the help desk contact.

NOTE: Please follow your bureau specific procedures for contacting the appropriate Help Desk.

Desk Location	Phone Number
CAMS Support Center	(301) 258-4505, ext. 205

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4.3 Other Documentation

In addition to the information provided in this manual, there are supplemental materials on CAMS, on CFS and government accounting that are available:

Books/Manuals

- ◆ Refer to your bureau's CFS Desk Procedures
- ◆ DOC Accounting Principles and Standards Handbook

Web Sites:

The Web is used more now than ever, and many of the government resources have been included on-line. The following are web sites that may offer additional resources for the use of CFS.

- ◆ www.osec.doc.gov for the Department of Commerce Homepage
- ◆ www.camsic.osec.doc.gov for the CAMS Homepage
- ◆ www.financenet.gov for US Federal financial information, laws and regulations, and reports
- ◆ www.treas.gov for SF-224, 2108 and FACTS
- ◆ www.fms.treas.gov for the Treasury Finance Manual containing all reports and requirements

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5. Glossary

5.1 CFS Glossary

Account Classification Code Structure (ACCS)

CFS uses the ACCS to record and classify financial transactions. By assigning each transaction to a specific ACCS, CFS is able to track financial activity within a specific Bureau, Project, Fund, Program, Organization, or Object Class. Each segment of the ACCS is validated against the appropriate maintenance screen(s). This allows funds control and financial activity to be tracked and reported at each of these levels throughout the CFS applications. Determines the funds availability for commitments, obligations, and accrual transactions using the funds control levels established in the Funds Management Parameter Maintenance Screen (FM001).

The object class section of the ACCS drives (along with D/R flag, Option Code, Object Class Ranges and Project Type) the General Ledger effects by determining the G/L transaction code selection from the General Ledger Transaction Code Maintenance Screen (GL022).

Validates the fund code fiscal year recorded for each financial transaction along with the fund code.

Retrieves the fund code and program code based upon the project code.

The data elements included in the ACCS are required for each financial transaction within CFS. The full ACCS consists of the following elements:

- ◆ *Bureau Code* - Bureau code will default, in most cases, based on what is entered in the control block for this field. The code selected/defaulted must be active in the Bureau Code Maintenance Screen, GL004.
- ◆ *Fund Code* – Fund Codes are established for each appropriation in the Fund Code Maintenance Screen (GL013).
- ◆ *Project/Task Code* – Project Codes are established in the Project Code Maintenance Screen (CM004).
- ◆ *Program Code* (up to four levels) – Program Codes (Activity, Sub-Activity, Budget Line Item, and Bureau Unique Code) are defined in GL047 through GL050.
- ◆ *Organization Code* (up to seven levels) - Organization Codes are maintained in screens: GL040 to GL046.
- ◆ *Object Class* (up to four levels) – Object Classes are defined in the Object Code Maintenance Screen (GL051), the Sub-Object Code (GL052), the Sub-Sub-object Code Maintenance Screen (GL053), and the Function Code Maintenance Screen (GL054).
- ◆ *User Defined Code* (UDF) – User Defined Codes are optional for each Bureau. This field is not validated by CFS.

ACCS is recorded for every transaction and allows the system to verify funds availability and/or post records to the proper G/L accounts. Each segment of the ACCS is validated against the appropriate maintenance screens.

Some of the uses of the ACCS include:

- ◆ Determining if funds are available for commitment, obligation, and accrual transactions.
- ◆ Driving the General Ledger effects of accounting events. The ACCS is used to determine the General Ledger transaction code, which defines the General Ledger Accounts to which CFS posts the transaction.
- ◆ Validating that activity is posted to a valid fund code fiscal year.
- ◆ Requiring that projects are linked to a fund code and program code.

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Accrual

Transactions recorded in the system to indicate that a bureau has ordered and received goods/services but has not yet paid for the goods/services, i.e. a liability.

Active Status

The flag indicating if the code or value is active and available for use. Valid values are **Y** for yes and **N** for no. This field defaults to **N**. Modifications to a CFS record can not be made until this status is reset to **N**.

Active Status Date

The most recent effective date for the active status flag.

Address Type

The type of vendor address. Possible values are Payment, Purchasing, Sales, or Other. At least one *payment* address must be established and active to process an invoice for the vendor. At least one purchase must be established and active to process an undelivered order for the vendor.

Agency Location Code (ALC)

The Treasury-assigned agency location code that uniquely identifies an agency and/or bureau. The format for this field is 99-99-9999.

Approval

The flag indicating whether the document has passed all system edits and applicable debits and credits have been recorded in the general ledger. When this flag is set to **Y**, the document is read-only and cannot be updated. Valid values are **Y** for yes and **N** for no. This field defaults to **N** and cannot be changed to **Y** until all required document fields are complete.

Upon approval, system verifies: that no tolerance levels (established on PM010) have been exceeded, that funds available has not been exceeded by an invoice greater than the original amount of the source document.

Approval: By

The name of the person applying the approval. This field defaults to the first and middle initial and last name of the user when the approval flag is set to **Y**.

Approval: Date

The effective date of the approval. This field defaults to the system date when the approval flag is set to **Y**.

Bank Code

Unique, user-defined bank account number used for bank account transactions.

Block

A section of a screen that usually presents information from a single table in the database. A block can contain one or more records from the table. The Control Block can also be referred to as the top block. Most screens consist of control and detail blocks.

Bureau Code

The code that uniquely identifies a bureau within the Department of Commerce.

Bureau Name

The name assigned to the bureau code.

Core Financial System (CFS)

An integrated financial management system consisting of General Ledger Management, Funds Management, Receipts Management, Workflow Management, Cost Management, Payment Management and Database Administration Management applications.

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Count

Indicates the number of complete records displayed on the screen and always appears in the lower left hand corner of the screen. To display the total number of records available for query based upon on the query condition, press Enter Query {F11}, then press Count Query Hits {F3}.

Document Source

The valid source documentation for the document. For a no-match invoice, there is no source documentation and this field should be NONE. For a 2, 3, or 4 way match document, the source should be an obligation type.

Drill-Down

Describes the ability to access a screen that contains detailed information about a record/field on the first screen.

Entity Type

The type of entity used for Form 1099 reporting purposes. This field is mandatory to facilitate 1099 reporting.

Fast Pay

Indicates that the matching requirements for this type of document should not be enforced.

Field

A column in a database table. A field is displayed as a highlighted area on the screen that can either contain an existing value from the database or accept a new value from the user.

Fiscal Year (FY)

The two-digit fund code fiscal year that represents the year of funding for the transaction.

Form

A fill-in-the-blanks arrangement that facilitates data insert, update, delete and/or query of the database. The terms “screens” and “forms” are used interchangeably.

Fund Code

The code representing the established fund/appropriation.

Fund Title

The title of the fund in compliance with the Federal Account Symbols and Titles (FAST) structure.

GOALS

Government On-Line Accounting Link System - A Department of Treasury government-wide on-line information system through which financial data is transmitted to and from agencies. Data can be sent from and be captured by CFS.

G/L Account

The combination of the general ledger account and sub-account number used to record debits and credits.

G/L Date

The general ledger end date. The format for this field is DD-MMM-YYYY, e.g., 31-May-1996.

Hot-Window

A pop-up window that appears at the bottom right hand corner of the screen when the Hot Window function is used. This function allows the user to access an additional screen without exiting the screen or menu they are currently in.

Interfaces

Programs designed to extract data from CFS or import data into CFS (e.g. a transaction that occurred in an external financial system, such as FIMA, that is interfaced into the CFS General Ledger for reporting purposes.)

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Line Item Distribution

A distribution of costs for a line item to one or more accounting classification codes.

Line Item

An individual item on a document with detailed information such as line item number, description, quantity, unit price, total price, accounting classification code(s), etc.

List of Values (LOV)

A list of values that are active and available for use when establishing a maintenance record or entering a transaction. The List of Values is denoted by <LIST> {Home or CTRL F} and displayed at the bottom of the screen when a field has a list of values.

Lookup Screens

Screens used to view and query specific information. Lookup screens are for query only, no updates, changes, or deletes are allowed.

Maintenance Screens

Screen used to record essential information that an application requires to record and process a transaction. Access to maintenance screens are limited to designated CFS users.

Matched Documents

Indicates the cross-referencing required by the system in order to process a payment for a particular document.

- ◆ No-way match document: Invoice does not require any matching prior to payment.
- ◆ 2-way match document: Requires invoice to be matched with a purchase order for payment to occur.
- ◆ 3-way match document: Requires invoice to be matched with a purchase order AND a receiving ticket for payment to occur.
- ◆ 4-way match document: Requires invoice to be matched with a purchase order, receiving ticket AND acceptance transaction for payment to occur.

Menu

A list of available selections within the CFS applications.

Multiple Distribution Line (MDL) Number

The system-assigned multiple distribution line number for the account distribution.

Object Class

Code which is included in the ACCS; the hierarchical structure consists of Object, Subobject, Sub-subobject and Function codes which uniquely identify an object class.

OPAC

On-line Payment and Collection System - A component of the Treasury GOALS system that transmits billing and collection data to and from Federal agencies.

Option Code

The option code in the upper right hand corner of the screen is alphanumeric and in the format 'zzz999' or 'zz999' with the alpha portion always lower case. This format represents the application to which the option belongs and the number of the option, i.e., 'pm012' in the Payment Management module.

Organization Code

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Code which is included in the ACCS; the hierarchical structure consists of Level 1- Level 7 codes that uniquely identify an organization within a bureau.

Page

The portion of the form that a user can view on the screen at one time. A screen can consist of one or more pages.

Parameter Screens

Screen used to submit Reports, Programs, and print document for processing and/or printing. For each report, program or printed document, there is a parameter screen that prompts you for specific selection criteria for processing.

Pay Method

Code that identifies the payment method to be used for a particular vendor or document. Current payment methods include Electronic Funds Transfer (EFT), Treasury CHECK or SF1081 (used for manual or Fedselect payments).

Payment Office

A valid payment office code, defaults to the user's home payment office code recorded in the Employee Information Maintenance Screen (GL029).

Pop-up

Pop-up screens are denoted by '<_>' on a screen and are always accessed by pressing the *EDIT* {F2} key. The pop-up screen can be an entire screen or a small window depending upon the information recorded/displayed. Pop-up screens are used to include additional information with a record.

PPA

Flag that indicates whether the vendor is subject to the terms of the Prompt Payment Act.

Print Time

The time that the print request will be processed by the system. This field defaults to NOW. However, if a time is entered, it must be in military format (e.g., 2:30 p.m. is entered as 14:30).

Pro Forma

User-defined debit/credit general ledger entries. Pro Formas are created in CFS in the General Ledger Transaction Code Maintenance Screen (GL022).

Program Code

Code that is included in the ACCS; the hierarchical structure consisting of Activity, Subactivity, Budget Line Item and Bureau Unique codes that uniquely identify a program within a bureau and fund.

Programs

Processes that may select specific data for further processing and may also produce a resultant report. For example, PM102 "Print Vendor Invoice Release Report" selects payments, calculates appropriate discounts, 1099 withholdings, penalty interest, etc. entries and produces a report listing these payments and calculations.

Query

Function performed by entering criteria and executing a search to retrieve all records from the database table(s) referenced by the block(s). Queries may be executed in transaction, maintenance, and look-up screens. There are many relational operators that can assist in queries.

Record

Data from one row in one table in the database. For example, a single record may represent an invoice item.

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Report

A display of information contained in the database that can either be viewed on the screen or printed.

RDBMS – Relational Database Management System

A software application that enables the user to manage large amounts of information that is contained in a relational database.

Source Reference

A user-defined value for a supporting external document or transaction, if applicable.

Standard Reports

Selections of pre-defined information that can be either printed or viewed on-line. All reports have a cover page that specifies the time the report is processed, the title of the report, the period covered by the report, and other pertinent parameters. Cover pages help prevent unauthorized persons from accidentally viewing financial data.

Status

The status of the invoice document. Valid values are:

- ◆ *Open* - document which has been newly created and/or approved
- ◆ *Intran* - Payment processes have been executed, the document has been disbursed for payment and is in transit to Treasury.
- ◆ *Paid* - document accomplished by Treasury
- ◆ *Cancel* - invoice has been voided
- ◆ *Void* - payment has been voided

TIN

Taxpayer Identification Number. Control number used by the Internal Revenue Service (IRS) to identify individuals and businesses. For employees the TIN is the Social Security Number (SSN) and for businesses, the Employee Identification Number (EIN).

Transaction Screens

Used to record individual transactions or documents.

Vendor Code

User-defined vendor code which identifies the vendor to the user community. A/P module is currently using the first 4 digits of the vendor name and the first 4 digits of the zip code to define vendor code (e.g., DOWL2204).

Vendor No.

Sequential, system-generated number which uniquely identifies a vendor.

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5.2 Standard Government Glossary

Account in the President's Budget Expenditure/Appropriation and Receipt Accounts Classified by Fund Types

Accounts used by the federal government to record outlays (expenditure accounts) and income (receipt accounts) primarily for budgeting or management information purposes but also for accounting purposes. All budget (and off-budget) accounts are classified as being either expenditure or receipt (including offsetting receipt) accounts and by fund group. Budget and (off-budget) transactions fall within either of two fund groups: (1) federal funds and (2) trust funds.

All federal fund and trust fund accounts are included within the budget (that is, they are on-budget) unless they are excluded from the budget by law. Federal and trust funds excluded from the budget by law are classified as being off-budget. The term off-budget differs from the term non-budgetary. Non-budgetary refers to activities (such as credit financing accounts) that do not belong in the budget under existing concepts, while off-budget refers to accounts that belong on-budget under budget concepts but that are excluded from the budget under terms of law.

Federal Fund Accounts

Accounts composed of moneys collected and spent by the federal government other than those designated as trust funds. Federal fund accounts include general, special, public enterprise, and intragovernmental fund accounts.

General Fund Accounts

Federal fund accounts composed of all federal money not allocated to any other fund account.

General Fund Receipt Account

A receipt account credited with all collections that are not earmarked by law for a specific purpose. These collections are presented in the Budget of the United States Government as either governmental (budget) receipts or offsetting receipts. These include taxes, custom duties, and miscellaneous receipts.

General Fund Expenditure Account

An appropriation account established to record amounts appropriated by law for the general support of federal government activities and the subsequent expenditure of these funds. It includes spending from both annual and permanent appropriations.

Special Fund Accounts

Federal fund accounts earmarked by law for a specific purpose.

Special Fund Receipt Account

A receipt account credited with collections that are earmarked by law but included in the federal funds group rather than classified as trust fund collections. These collections are presented in the *Budget of the United States Government* as either governmental (budget) receipts or offsetting receipts. (See also Earmarking.)

Special Fund Expenditure Account

An appropriation account established to record appropriations, obligations, and outlays financed by the proceeds of special fund receipts. (See also Earmarking.)

Public Enterprise Revolving Fund Accounts

Expenditure accounts authorized by law to be credited with offsetting collections, primarily from the public, that are generated by and earmarked to finance a continuing cycle of business-type operations. Such funds may be financed in part from appropriations.

Intragovernmental Fund Accounts

Expenditure accounts authorized by law to facilitate financing transactions primarily within and between federal agencies on a revolving fund basis.

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Intragovernmental Revolving Fund Account

An appropriation account authorized to be credited with collections, primarily from other agencies and accounts, that are earmarked to finance a continuing cycle of business-type operations, including working capital funds, industrial funds, stock funds, and supply funds (See also Working Capital Fund.)

Management Fund Account

An account authorized by law to credit collections from two or more appropriations to finance activity not involving a continuing cycle of business-type operations. Such accounts do not generally own a significant amount of assets such as supplies, equipment, or loans nor do they have a specified amount of capital provided – a corpus. The Navy Management Fund is an example of such an account.

Consolidated Working Fund Accounts are a subset of management funds. These are special working funds established under the authority of Section 601 of the Economy Act (31 U.S.C 1535, 1536) to receive advance payments from other agencies or accounts. Consolidated working fund accounts are not used to finance the work directly but only to reimburse the appropriation or fund account that will finance the work to be performed. Amounts in consolidated working fund accounts are available for the same periods as those of the accounts advancing the funds. Consolidated working fund accounts are shown as separate accounts on the books of the Treasury, but are not separately identified in the President's budget. Transactions of these accounts are included in the presentation of the appropriation or fund account actually performing the service or providing the materials.

Trust Fund Accounts

Accounts designated as "trust funds" by law, regardless of any other meaning of the words "trust fund". A trust fund account is usually either a receipt or an expenditure account. A trust revolving fund, however, receives offsetting collections authorized to be credited to an expenditure account. (See also Earmarking.)

Trust Fund Receipt Account

A receipt account credited with collections classified as trust fund collections. These collections are presented as wither governmental (on-budget or off-budget) receipts or offsetting receipts.

Trust Fund Expenditure Account

An appropriation account established to record amounts appropriated to finance programs specified by law as being trust funds. Such funds may be on-budget or off-budget.

Trust Revolving Fund Account

A trust fund expenditure account that is an appropriation account authorized to be credited with collections and used to carry out a cycle of business-type operations in accordance with statute.

Accounts in Treasury's Annual Report Appendix: Appropriation and Fiscal Year Accounts Classified by Fund Types

An account established in the Treasury that records appropriation and other budgetary resources provided to it by appropriations and authorizations statutes and transactions affecting the account.

In some respects, these accounts are different from the accounts in the President's budget. Unlike those in the President's budget, they do not include expenditure accounts. In addition, Treasury establishes a separate account for each manual, multiyear, or no-year appropriation and identifies it by a designation of the fiscal year(s) for which amounts are available for obligation. However, for the purpose of presentation of data in the President's budget, appropriations to an account with the same or similar titles for the years covered by the budget are considered to be a single account.

Accounts for Purposes Other Than Budget Presentation

Deposit Fund Accounts

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Nonbudgetary accounts established to account for collections that are either (a) held temporarily and later refunded or paid upon administrative or legal determination as to the proper disposition thereof or (b) held by the government as banker or agent for others and paid out at the direction of the depositor. Examples include savings accounts for military personnel; state and local income taxes withheld from federal employees' salaries; and payroll deductions for the purchase of savings bonds by civilian employees of the government. Deposit fund balances are accounted for as liabilities of the federal government. These accounts are not included in the budget totals because the amounts are not available for government purposes. However, since the cash in the accounts is used by Treasury to satisfy immediate cash requirements of the government, to the extent that they are not invested in federal debt, changes in deposit fund balances are shown as a means of financing the deficit in the budget.

Foreign Currency Fund Accounts

Accounts established in Treasury for foreign currency that is acquired without payment of United States dollars. Examples of such accounts are those set up through the Agricultural Trade Development and Assistance Act (7 U.S.C. 1691-1736g).

Receipt Clearing Accounts

Accounts set up to hold general, special, or trust fund receipts temporarily, pending credit to the applicable federal or trust fund receipt accounts.

Transfer Appropriation Accounts

Accounts established to receive and disburse allocations. Such allocations and transfers are not adjustments to budget authority or balances of budget authority. Rather, the transactions and any adjustments therein are treated as nonexpenditure transfers at the time the allocation is made. The accounts carry symbols that identify the original appropriations from which moneys have been advanced. Transfer appropriation accounts are symbolized by adding the receiving agency's department prefix to the original appropriation or fund account symbol. In some cases, a bureau suffix is added to show that the transfer is being made to a particular bureau within the receiving department. For budget purposes, transactions in the transfer accounts are reported with the transactions in the parent accounts. (See also Allocations; Nonexpenditure Transfer under Transfer.)

Accounts Payable

Amounts owed to others for goods and services received, assets acquired, and amounts received but not yet earned. For reporting purposes, according to OMB Circular A-34, "accounts payable, net," consists of (a) the amount owed by an account for goods received and services performed but not yet paid for, (b) the amount of income that has been received by an account not yet earned, and (c) as offsets, accounts receivable and the amount of advances made by the account for which goods have not yet been received or service performed. (See also Accounts Receivable.)

Accounts Receivable

Amounts due from others for goods furnished and services rendered. Such amounts include reimbursements earned and refunds receivable. (See also Accounts Payable.)

Advance

An amount paid prior to the later receipt of goods, services, or other assets. Advances are ordinarily made only to payees to whom an agency has an obligation, and they do not exceed the amount of the obligation. A common example is a travel advance, which is an amount made available to an employee prior to the beginning of a trip for costs incurred in accordance with the Travel Expenditure Act of 1949 (5 U.S.C. 5705) and in accordance with standardized government travel regulations. (See also Undelivered Orders.)

Allocation

For the purposes of budgeting, an allocation is the amount of budget authority transferred from one agency, bureau, or account that is set aside in a transfer appropriation account to carry out the purposes of the parent appropriation or fund. (The appropriation of fund from which the allocation is made is called the administration of a program for which appropriations are made to only one of the agencies or to the President. Transactions involving allocation accounts appear in the Object Code Classification Schedule, with the corresponding Program and Financing Schedule, in the Budget of the United States Government. For Detailed discussion on the treatment of Object Classification – With Allocation Accounts, see OMB Circular A-11 revised. See also Object Classification; Transfer; Transfer Appropriation Accounts under Account for Purposes Other Than Budget Presentation.)

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For purposes of section 302(a) and 602(a) of the Congressional Budget and Impoundment Control Act of 1974 (2 U.S.C. 633), an allocation is the distribution of spending authority and outlays to relevant committees based on the levels contained in a concurrent resolution on the budget, (See also Committee Allocation.)

Allotment

An authorization by either the agency head or another authorized employee to his/her subordinates to incur obligations within a specified amount. Each agency makes allotments pursuant to specific procedures it establishes within the general requirements stated in OMB Circular A-34. The amount allocated by and agency cannot exceed the amount apportioned by the Office of Management and Budget. (See also Administrative Division or Subdivision of Finds; Apportionment; Reapportionment.)

Antideficiency Act

Enacted legislation which

- Prohibits the making of expenditures or the incurring of obligations prior to appropriations,
- Prohibits the incurring of obligations or the making of expenditures (outlays) in excess of amounts available in appropriation or fund accounts unless specifically authorized by law (31 U.S.C. 1341 (a)),
- Requires agencies to apportion appropriated funds and other budgetary resources (31 U.S.C 1512),
- Requires a system of administrative controls within each agency (see 31 U.S.C. 1514 for the administrative divisions established),
- Prohibits incurring any obligation or making any expenditure (outlay) in excess of an apportionment or reapportionment or in excess of other subdivisions established pursuant to 31 U.S.C. 1513 and 1514 (31 U.S.C. 15517),
- Specifies penalties for antideficiency violations (see Antideficiency Act Violation),
- Requires the apportionment of appropriation or fund accounts to prevent the need for a supplemental or deficiency appropriation, and
- Assists in bringing about the most effective and economical use of appropriations and funds (31 U.S.C. 1512-1519).

The act permits agencies to reserve funds (that is, withhold them from obligation) under certain circumstances. (See also Administrative Division or Subdivision of Finds; Antideficiency Act Violation; Apportionment; Budgetary Reserves; Deficiency Apportionment; Deficiency Appropriation; Expenditure; Fund Accounting.)

Apportionment

The action by which OMB distributes amounts for obligation, including budgetary reserves established pursuant to law, in an appropriation or fund account. An apportionment divides amounts available for obligation by specific time periods (usually quarters), activities, projects, objects, or a combination thereof. The amounts so apportioned limit the amount of obligations that may be incurred. In apportioning any account, some funds may be reserved to provide for contingencies or to effect savings, pursuant to the Antideficiency Act. Funds, including Antideficiency Act reserves may also be proposed for deferral or rescission pursuant to the Impoundment Control Act of 1974 (2 U.S.C. 681-6880).

The apportionment process is intended to (1) prevent the obligation of amounts available within an appropriation or fund account in a manner that would require deficiency or supplemental appropriations and (2) achieve the most effective and economical use of amount made available for obligation. (See also Administrative Division or Subdivision of Funds; Allotment; Antideficiency Act; Appropriated Entitlement; Budgetary Reserves; Deferral of Budget Authority; Deficiency Apportionment; Deficiency Appropriation; Limitation; Rescission; Supplemental Appropriation.)

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Bases of Budgeting

Methods for calculating budget figures. Not all methods are mutually exclusive. For example the federal budget includes both net and gross figures and reports both obligations and cash or cash equivalent spending. As a general rule, budget receipts and outlays are on a cash or cash equivalent basis however, interest on public issues of public debt is recorded on an accrual basis (See also Capital Budget.)

Obligations Basis

The basis whereby financial transactions involving the use of funds are recorded in the accounts primarily when goods and services are ordered, regardless of when the resources acquired are to be received or consumed.

Accrual Basis

The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.

Budget Authority

Authority provided by law to enter into financial obligations that will result in immediate or future outlays involving federal government funds. Budget authority includes the credit subsidy cost for direct loan and loan guarantee programs, but does not include authority to insure or guarantee the repayment of indebtedness incurred by another person or government. The basic forms of budget authority include (1) appropriations, (2) borrowing authority, (3) contract authority, and (4) authority to obligate and expend offsetting receipts and collections. Budget authority may be classified by its duration (1-year, multiple-year, or no-year), by the timing of legislation providing the authority (current or permanent), by the manner of determining the amount available (definite or indefinite), or by its availability for new obligations (See also Current Level Estimate.)

Forms of Budget Authority

Appropriations

Authority given to federal agencies to incur obligations and to make payments from Treasury for specified purposes. An appropriation act, the most common means of providing budget authority, usually follows the enactment of authorizing legislation, but in some cases the authorizing legislation itself provides the budget authority. (See also Backdoor Authority. Backdoor Spending.)

Appropriations do not represent cash usually set aside in Treasury for purposes specified in the appropriation act; they represent amounts that agencies may obligate during the period of time specified in the respective appropriation acts. Certain types of appropriations are not counted as budget authority because they do not provide authority to incur obligations. Among these are appropriations

- To liquidate contract authority (legislation to provide funds to pay obligations incurred against contract authority),
- To redeem outstanding debt (legislation to provide funds for debt retirement), and
- To refund receipts.

(See also Appropriation Act; Discretionary; Expired Budget Authority under Availability for New Obligations; Mandatory.)

Duration

One-Year (Annual) Authority

Budget authority which is available for obligation only during a specific fiscal year and which expires, if not obligated, at the end of that time. It is also known as a “fiscal year” or “annual” budget authority. (See also Discretionary.)

Multiple-Year Authority

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Budget authority that is available for a specified period of time in excess of 1 fiscal year. This authority generally takes the form of 2-year, 3-year, etc., availability but may cover periods that do not coincide with the start or end of a fiscal year.

No-Year Authority

Budget authority that remains available for obligation for an indefinite period of time, usually until the objectives for which the authority was made available are attained. (See also Mandatory.)

Continuing Appropriation/Continuing Resolution

Legislation that may be enacted to provide budget authority for federal agencies and/or specific activities to continue in operation when the Congress and the President have not completed action on appropriations by the beginning of the fiscal year. Until regular appropriations are enacted, continuing appropriations may take their place. Continuing appropriations usually are passed in the legislative form of joint resolutions. A continuing resolution may be enacted for the full year, up to a specified date, or until regular appropriations are enacted. A continuing resolution usually specifies a maximum rate at which the obligations may be incurred on levels specified in the resolution. The resolution may state that obligations may not exceed the current rate or must be the lower of the amounts provided in the appropriations bills passed in the House or Senate. If enacted to cover the entire fiscal year, the Appropriation account. (See also Appropriation Act; Joint Resolution; Supplemental Appropriation.)

Timing of Legislative Action

Current Authority

Budget authority made available by the Congress in, or immediately prior to, the fiscal year or years during which the funds are available for obligations.

Availability for New Obligations

Expired Budget Authority

Budget authority which is no longer available to incur new obligations. Such authority is still available for 5 years after the account expires for the payment of those valid obligations that were incurred before the authority expired. Unobligated balances of expired budget authority remain available for 5 years after the account expires to cover adjustments to prior obligations or obligations that should have been but may have been recorded at that time. (For a statutory reference, see U.S.C. 1552 (a)(2). See also Expired Account; Unobligated Balance under Obligational Authority; Warrant.)

Budgetary Reserves

Portions of budgetary resources set aside (withheld through apportionment) by OMB by authority of the Antideficiency Act (31 U.S.C. 1512) solely to provide for contingencies or effect savings. Such savings are made possible through changes in requirements or through greater efficiency of operations. Budgetary resources may also be set aside if specially provided for by particular appropriations acts or other laws.

Except as specifically provided by law, no reserves shall be established other than as authorized under the Antideficiency Act (31 U.S.C. 1512). Reserves established are reported to the Congress in accordance with provisions in the Impoundment Control Act of 1974 (2 U.S.C. 684-688). (See also Antideficiency Act; Apportionment; Deferral of Budget Authority; Recession.)

Budgetary Resources

The forms of authority given to an agency allowing it to incur obligations. Budgetary resources include the following: new budget authority, unobligated balances, direct spending authority, and obligation limitations. (See also Budget Authority; Exempt Programs and Activities; Limitation; Sequestrable Resource.)

Commitment

A commitment is an administrative reservation of an allotment or other funds in anticipation of their obligation. (See also Guaranteed Loan Committee.)

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Expended Appropriations

Charges during a given period that reflect the costs incurred and the need to pay for (1) services performed by employees, contractors, vendors, carriers, grantees, lessor, and other payees, (2) goods and other tangible property received and accepted, and (3) amounts to be owed in the future under programs for which no current service or performance is required, such as annuities, insurance claims, other benefit payments, and some cash grants. Expended appropriations exclude the repayment of debt, which is considered neither an obligation nor an expenditure and accrue regardless of when cash payments are made, whether invoices have been rendered, or, in some cases, whether goods or other tangible property have been physically delivered. This term was formerly known as "Accrued Expenditures."

Expenditure

With respect to provisions of the Antideficiency Act (31 U.S.C. 1513-1514) and the Congressional Budget and Impoundment Control Act of 1974 (2 U.S.C. 622 (I)), a term that has the same definition as outlay. (See also Antideficiency Act; Antideficiency Act Violation; Congressional Budget Act; Outlay. For a distinction, see Accrued Expenditure.)

Expenditure

For accounting purposes, the outflow of assets or incurrence of liabilities (or both) during a period as a result of rendering services, delivering or producing goods, or carrying out other normal operating activities.

Expired Account

An appropriation or fund account in which the balance is no longer available for incurring new obligations because the time available for incurring such obligations has expired. Expired accounts will be maintained by fiscal year identity for five years. During this five-year period, obligations may be adjusted if otherwise proper and outlays may be made from these accounts. Unobligated balances will not be withdrawn from expires accounts. They will remain available for legitimate obligation adjustments or for obligations properly chargeable to such accounts, which should have been but were not recorded, but not for new obligations. After the five-year period has elapsed, all obligated and unobligated balances are canceled and the expired account is closed.

Fiscal Year

Any yearly accounting period, regardless of its relationship to a calendar year. The fiscal year for the federal government begins on October 1 of each year and ends on September 30 of the following year; it is designated by the calendar year in which it ends. For example, fiscal year 1990 began on October 1, 1989 and ended September 30, 1990. (Prior to fiscal year 1977, the federal fiscal year began on July 1 and ended on June 30.)

Budget Year

The fiscal year for which the budget is being considered, that is the fiscal year following the current year. For Budget Enforcement Act purposes, the term budget year means, with respect to a session of Congress, the fiscal year of the Government that starts on October 1 of the calendar year in which that sessions begins.

Current Year

The fiscal year immediately preceding the budget year. For Budget Enforcement Act purposes, the term current year means, with respect to a budget year, the fiscal year that immediately precedes that budget year.

Prior Year

The fiscal year immediately preceding the current year.

Fund Accounting

The legal requirement that federal agencies establish for segregating revenues, other resources, related liabilities, obligations, and balances in order to carry out specific activities or achieve certain objectives in accordance with special regulations, restrictions, or limitations. In a broad sense, the federal government requires fund accounting to demonstrate agency compliance with existing legislation for which government funds have been appropriated or otherwise authorized.

One of the most important laws requiring federal agencies to adhere to fund accounting concepts is the Antideficiency Act. (See also Antideficiency Act.)

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Grant

A federal financial assistance award making payments in cash or in kind for a specified purpose. The federal government is not expected to have substantial involvement with the state or local government or other recipient while the contemplated activity is being performed. The term “grants” frequently has a broader meaning and may include grants to nongovernmental recipients, whereas the term “grants-in-aid” is commonly restricted to grants to states and local governments. (See the Federal Grant and Cooperative Agreement Act of 1977, 31 U.S.C. 6301-6308.) The two major forms of federal grants-in-aid are block and categorical.

Block grants are given primarily to general purpose governmental units in accordance with statutory formula. Such grants can be used for a variety of activities within a broad functional area. Examples of federal block-grant programs are the Omnibus Crime Control and Safe Streets Act on 1968, the Housing and Community Development Act of 1974, and the grants to states for social services under Title XX of the Social Security Act.

Categorical grants can be used only for a specific program. They may be formula or project grants. Formula grants allocate federal funds to states or their subdivisions in accordance with a distribution formula prescribed by law or administrative regulation. Project grants provide federal funding for fixed or known periods for specific projects or the delivery of specific services or products

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